

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[County Recorder's Office Name]
[Attn: Recording Department]
[Address]
[City, State, Zip Code]

RE: Submission of Release of Mechanics Lien for Recording

To the County Recorder:

Enclosed please find an original **Release of Mechanics Lien** to be recorded against the property listed below:

- **Owner Name:** [Property Owner Name]
- **Property Address:** [Full Physical Address]
- **Original Lien Recording Date:** [Date of Original Filing]
- **Original Instrument/Document Number:** [Number from original lien]
- **Legal Description:** [Insert Legal Description or "See Attached Exhibit A"]

Also enclosed is a check (Check #[Number]) in the amount of \$[Amount] to cover the required recording fees.

Once the document has been officially recorded, please return the original (or a recorded copy) to my attention at the address provided above. I have included a self-addressed, stamped envelope for your convenience.

If there are any issues or if additional fees are required, please contact me immediately at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title, if applicable]

Enclosures:

1. Signed and Notarized Release of Mechanics Lien

2. Check for Recording Fees
3. Self-Addressed Stamped Envelope