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Date: [Insert Date]

To: [Name of Recipient/Lien Claimant]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Instruction for Unconditional Release of Mechanics Lien

Project Name: [Insert Project Name]
Project Address: [Insert Project Address]
Lien Recording Information: [Insert Instrument/Book/Page Number]

Dear [Name of Contact Person],

This letter serves as a formal instruction regarding the Mechanics Lien filed by [Your Company Name/Claimant Name] against the property located at the address referenced above.

As full and final payment in the amount of \$[Insert Amount] has been received and cleared, you are hereby instructed to execute and record an **Unconditional Waiver and Release of Lien**. This release must fully discharge the property from any and all claims related to the labor, services, equipment, or materials provided through [Insert End Date].

Please perform the following actions immediately:

- Execute the enclosed Unconditional Release of Lien form before a Notary Public.
- File/Record the original release with the [Insert Name of County] County Recorder's Office.
- Provide a file-stamped copy of the recorded release to [Insert Name of Recipient for Confirmation] at [Insert Email or Mailing Address] for our records.

Should you have any questions regarding these instructions, please contact [Insert Name] at [Insert Phone Number] immediately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]