

[Date]

[Escrow Agent Name]

[Escrow Company Name]

[Address]

[City, State, Zip Code]

Re: Escrow Number: [Insert Escrow Number]

Property Address: [Insert Property Address]

Subject: Letter of Instruction for Mechanics Lien Release

To [Name of Escrow Officer],

This letter serves as formal instruction regarding the Mechanics Lien recorded on [Date of Recording] as Instrument Number [Insert Number] in the records of [Insert County] County, [Insert State].

The undersigned currently holds a claim against the property in the amount of \$[Insert Amount]. We have enclosed an executed and notarized "Release of Mechanics Lien" for the aforementioned claim.

You are hereby authorized and instructed to hold this Release of Mechanics Lien in escrow. You are to record the Release with the County Recorder's Office ONLY upon fulfillment of the following condition:

- Your receipt of cleared funds in the amount of \$[Insert Exact Payoff Amount], payable to [Insert Payee Name].

Upon receipt of said funds, please remit payment to the following address:

[Payee Name/Company]

[Mailing Address]

[City, State, Zip Code]

If the closing of this escrow does not occur by [Insert Expiration Date], please return the original Release of Mechanics Lien to the undersigned immediately.

Please acknowledge receipt of these instructions and the enclosed document by signing below and returning a copy to [Insert Email/Fax].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Company Name]
[Phone Number]

Acknowledgment of Receipt

The undersigned Escrow Agent hereby acknowledges receipt of the above instructions and the original Release of Mechanics Lien.

By: _____ Date: _____