

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company/Law Firm]

[Recipient Address]

[City, State, Zip Code]

**RE: Letter of Instruction for Release of Mechanics Lien**

Property Address: [Address of Property where lien is filed]

Lien Recording Information: [Book/Page or Instrument Number]

Settlement Date: [Date of Settlement Agreement]

To [Recipient Name],

In accordance with the Settlement Agreement executed on [Date] between [Party A] and [Party B], this letter serves as a formal instruction to file the Release of Mechanics Lien regarding the property referenced above.

As per our agreement, payment in the amount of \$[Amount] has been [made/received].

Consequently, you are hereby instructed to:

- Execute the enclosed Release of Lien/Lien Discharge form.
- File/Record the Release of Lien with the [County Name] Recorder's Office immediately.
- Provide a file-stamped copy of the recorded Release to all parties involved within [Number] days of filing.

Please confirm receipt of these instructions and provide an estimated timeline for the recording of the discharge.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Enclosure: [Executed Release of Lien Form]