

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lien Claimant Name]
[Claimant Company Name]
[Claimant Address]
[City, State, Zip Code]

RE: FORMAL INSTRUCTION TO RELEASE EXPIRED MECHANICS LIEN

Dear [Claimant Name],

I am writing to formally request the immediate release and cancellation of the Mechanics Lien filed by [Claimant Company Name] against the property located at:

Property Address: [Full Address of the Property]

Recording Date: [Date Lien was Filed]

Instrument/Document Number: [Reference Number from County Recorder]

According to [State] law, the statutory period to initiate a foreclosure action on this lien has expired as of [Date the Lien Expired]. As no legal action was commenced within the required timeframe, the lien is now legally unenforceable and constitutes a cloud on the property title.

Please execute a formal "Release of Lien" or "Discharge of Lien" document and file it with the [Name of County] Recorder's Office within [Number, e.g., 10] days of receipt of this letter. Once recorded, please provide a copy of the file-stamped release to my attention.

Failure to remove this expired lien may result in legal action to quiet title, and I reserve the right to seek damages, court costs, and attorney fees as permitted by state statute.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]