

**Date:** [Insert Date]

**To:** [Name of Title Company/Escrow Officer]

**Address:** [Insert Address]

**City, State, Zip:** [Insert City, State, Zip]

**RE: Escrow/File Number:** [Insert Number]

**Property Address:** [Insert Full Property Address]

**Claimant:** [Insert Name of Person/Company who filed the Lien]

**Lien Recording Information:** [Insert Instrument/Book/Page Number]

Dear [Name of Contact Person],

In connection with the closing of the above-referenced transaction, [Company Name] ("Claimant") provides the following instructions regarding the Release of Mechanics Lien attached hereto.

**1. Delivery of Release:** We have enclosed an executed and notarized Release of Mechanics Lien for the property described above.

**2. Condition of Recording:** You are instructed to hold this Release in escrow. You are authorized to record this Release with the County Recorder's office only when you are in a position to simultaneously disburse the full settlement amount of \$[Insert Dollar Amount] to the Claimant.

**3. Payment Instructions:** Please issue the funds via [Check / Wire Transfer] as follows:

Payable to: [Insert Exact Name for Check]

[If Wire: Bank Name, Routing Number, Account Number]

**4. Confirmation:** Please provide a copy of the recorded Release and confirmation of payment once the transaction has closed.

If these conditions cannot be met, or if the transaction does not close by [Insert Expiration Date], please return the original unrecorded Release to the undersigned immediately.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Phone Number]

[Email Address]