

[Attorney Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Re: Release of Mechanics Lien

Claimant: [Claimant Name]

Property: [Property Description/Address]

Recorded Document No: [Original Lien Recording Number]

Dear [Recipient Name],

We represent [Claimant Name] regarding the mechanics lien filed against the property referenced above. Enclosed please find an executed and notarized Release of Mechanics Lien.

This Release is transmitted to you in escrow, subject to the following instructions:

1. The Release shall not be recorded or become effective until you have delivered payment in the amount of \$[Amount] to this office in the form of a [Cashier's Check/Wire Transfer].
2. Upon confirmation of receipt of cleared funds, you are authorized to record the Release with the [County Name] Recorder's Office.
3. Please provide our office with a conformed copy of the recorded Release for our files once the recording is complete.

By accepting these documents, you agree to abide by the terms of these instructions. Should you have any questions regarding this matter, please contact me directly.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Law Firm Name]

Enclosure: Executed Release of Mechanics Lien