

Date: [Date]

To:

[Lien Claimant Name]

[Claimant Address]

[City, State, Zip Code]

RE: INSTRUCTION TO RELEASE MECHANICS LIEN

Property Description: [Legal Description or Street Address]

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

Recorded Date: [Date Lien was Filed]

Dear [Claimant Name],

This letter serves as a formal demand and instruction for you to execute and record a Release of Mechanics Lien regarding the aforementioned property within [Number] days of receipt of this notice.

The lien filed against this property is invalid and/or unenforceable for the following reason(s):

- [Reason 1: e.g., Payment has been made in full]
- [Reason 2: e.g., Failure to provide statutory preliminary notice]
- [Reason 3: e.g., Expiration of the statutory period to foreclose]
- [Reason 4: e.g., Incorrect property identification or owner name]

Failure to voluntarily release this invalid lien may result in legal action to have the lien removed by court order. Under state law, you may be held liable for actual damages, attorney fees, and statutory penalties for the continued clouding of the property title with a meritless claim.

Please provide a file-stamped copy of the recorded Release of Lien to the undersigned at the address provided below once completed.

Sincerely,

[Your Name/Authorized Representative]

[Your Address]

[Your Phone Number]

[Your Email]