

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

[Date]

[Payor Name/Prime Contractor/Owner Name]
[Payor Address]
[City, State, Zip Code]

RE: Letter of Instruction for Joint Payee Check and Lien Release

Project Name: [Project Name]
Project Address: [Project Address]
Claim/Lien Recording Number: [Recording Number, if applicable]

To Whom It May Concern,

This letter serves as formal instruction regarding the payment of outstanding balances for labor and/or materials provided by the undersigned on the above-referenced project.

The undersigned Claimant hereby requests and authorizes payment to be issued in the form of a joint check made payable to the following parties:

1. [Claimant Company Name]
2. [Sub-tier Contractor/Supplier Name]

The total amount of the joint check should be \$[Amount].

Upon receipt, endorsement, and successful clearance of the aforementioned joint check, the undersigned agrees to execute and deliver a [Conditional/Unconditional] Waiver and Release of Lien for the amount specified. This release shall apply to all lien rights, bond claims, and stop notice rights the Claimant may have on the project through the date of [End Date of Work].

Please deliver the check to the following address:

[Delivery Address]

Please contact [Name] at [Phone/Email] if you have any questions regarding these instructions.

Sincerely,

[Signature]
[Printed Name]

[Title]

[Company Name]