

## Letter To Request Lien Release

[Your Name]  
[Address]  
[City, State, Zip]

[Date of letter]

[Recipient's Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

Re: Request Lien Release

Dear [Recipient's name],

I am writing to you today to request a lien release for the following property:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

The owner of the property:

Name: \_\_\_\_\_

I do hereby release and discharge the above listed owner from any and all liability that may arise out of executing the above referenced construction project that are stated in the terms and conditions of our agreement of employment. The financial consideration that has been received for this Lien Release is the following:

1#) \_\_\_\_\_ for \$ \_\_\_\_\_

1#) \_\_\_\_\_ for \$ \_\_\_\_\_

1#) \_\_\_\_\_ for \$ \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Please sign and date this Requested Lien Release and return it in the enclosed envelope within seven business days. If you have any questions or concerns please contact me as soon as possible.

Best regards,  
[Your Signature]