

Date: [Insert Date]

Lienholder: [Insert Name of Entity Holding Lien]

Address: [Insert Address]

Contact: [Insert Phone Number/Email]

Property Owner: [Insert Name of Property Owner]

Property Address: [Insert Full Address of Commercial Property]

RE: RELEASE OF LIEN AND SATISFACTION OF CLAIM

To Whom It May Concern,

The undersigned Lienholder hereby acknowledges full and final payment in the amount of \$[Insert Amount] regarding the commercial property located at the address listed above, further described by the following legal description:

Legal Description:

[Insert Parcel Number / Lot and Block Number / Legal Description]

The Lienholder hereby declares that the debt for which the lien was filed has been satisfied in full. Consequently, the Lienholder hereby releases and forever discharges any and all liens, claims, or interests held against the aforementioned property and the Property Owner, specifically referencing the lien recorded on [Insert Date of Original Lien] in Book [Insert Book Number], Page [Insert Page Number], Instrument Number [Insert Instrument Number] in the records of [Insert County/City Name] County.

The Lienholder authorizes the Clerk or Recorder of Deeds to cancel and discharge said lien of record.

Sincerely,

(Signature of Authorized Representative)

Name: [Insert Printed Name]

Title: [Insert Job Title]

Company: [Insert Company Name]

NOTARY ACKNOWLEDGMENT

State of [Insert State]

County of [Insert County]

On this day, [Insert Date], before me personally appeared [Insert Name of Signer], known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity.

WITNESS my hand and official seal.

Notary Public
My Commission Expires: [Insert Date]