

Date: [Insert Date]

To:

[Recipient Name or Property Owner]

[Recipient Address]

[City, State, Zip Code]

Re: FINAL SETTLEMENT AND RELEASE OF LIEN

Project/Property Description: [Insert Project Name or Address]

Lien Recording Information: [Insert Book/Page or Instrument Number, if applicable]

Dear [Recipient Name],

The undersigned acknowledges receipt of the final payment in the amount of \$[Insert Amount]. This payment represents the full and final settlement for all labor, materials, and services provided by [Your Name or Company Name] in connection with the project located at the address referenced above.

In consideration of this final payment, the undersigned hereby waives and releases any and all liens, claims, or rights of lien against the property and the owner. The undersigned further certifies that all subcontractors, laborers, and material suppliers used by the undersigned for this project have been paid in full.

This document serves as a formal release and discharge of the lien filed on [Insert Date Lien was Filed], if any, and confirms that no further obligations remain outstanding.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name]

[Your Phone Number]

NOTARY ACKNOWLEDGMENT (Optional)

State of [State Name], County of [County Name]

Subscribed and sworn to before me this [Day] day of [Month], [Year].

Notary Public