

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Subcontractor or Vendor Company Name]
[Address]
[City, State, Zip Code]

RE: Request for Lien Waiver - [Project Name/Number]

Dear [Recipient Name],

We are currently processing Draw Request #[Number] for the aforementioned project. To facilitate the release of funds for your recent invoice #[Invoice Number] in the amount of \$[Amount], we require a signed lien waiver.

Please provide the following document(s):

- Conditional Waiver and Release Upon Progress Payment (for the current draw amount)
- Unconditional Waiver and Release Upon Progress Payment (for previous payments received)

Please sign and return the attached forms to [Email Address] or mail them to our office at your earliest convenience. Once the executed waiver is received and verified, your payment will be released according to our standard disbursement schedule.

If you have any questions regarding this request or the status of your payment, please contact [Contact Person Name] at [Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Typed Name]
[Title]