

Date: [Insert Date]

To: [Client Name/Company Name]

Address: [Client Address]

Subject: Letter of Final Compensation Release and Waiver of Liens

Project/Contract Reference: [Insert Contract Number or Project Name]

Dear [Name of Contact Person],

The undersigned Contractor hereby acknowledges receipt of the final payment in the amount of **#[Insert Amount]**. This payment represents the full and final settlement for all services rendered, materials supplied, and costs incurred in connection with the above-referenced project/contract.

By signing this document, the Contractor confirms that:

- All work has been completed in accordance with the terms of the agreement.
- All subcontractors, laborers, and suppliers used for this project have been paid in full.
- The Contractor hereby releases and forever discharges the Client from any and all claims, demands, debts, or liabilities arising out of or related to the services performed.
- The Contractor waives and releases any and all liens or rights to file liens against the property or assets of the Client regarding this project.

This release is effective immediately upon the clearing of the final payment mentioned above.

Sincerely,

(Signature)

[Name of Authorized Representative]

[Title]

[Contractor/Company Name]

Witnessed By:

(Signature)

Name: [Insert Witness Name]

Date: [Insert Date]