

Date: [Insert Date]

To: [Contractor Name/Company Name]

Address: [Contractor Address]

City, State, Zip: [City, State, Zip Code]

Subject: Notice of Final Payment and Release of Claims

Dear [Contact Name],

This letter serves as formal notification that final payment for property maintenance services at **[Property Address/Project Name]** is being issued in the amount of **[\$[Amount]** via **[Check Number/Transfer Reference]**.

This payment constitutes the full and final settlement for all labor, materials, and services provided under the agreement dated [Start Date] and ending on [End Date].

By accepting this final payment, you hereby acknowledge and agree to the following:

- All work has been completed to the satisfaction of the property owner/management.
- All subcontractors, laborers, and material suppliers used for this project have been paid in full.
- You release the property owner from any further financial claims, liens, or obligations related to this specific contract.
- All warranties and guarantees regarding the work performed remain in effect as per the original agreement.

Please sign and return the enclosed copy of this letter (or the attached Lien Waiver) to acknowledge receipt of the final payment and the release of all claims.

Thank you for your services.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

Contractor Acknowledgment:

I, [Name of Authorized Representative], hereby acknowledge receipt of the final payment and agree to the terms stated above.

Signature: _____ Date: _____