

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

[Vendor Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Notice of Final Payment and Request for Lien Waiver

Dear [Contact Person Name],

Please find enclosed check number [Check Number] in the amount of \$[Amount]. This constitutes the final payment for services rendered and materials supplied under [Project Name/Purchase Order Number] at [Project Location].

With this final payment, the total contract amount of \$[Total Contract Amount] has been paid in full. There are no outstanding balances remaining for this project.

In accordance with our agreement, please sign and return the enclosed Final Lien Waiver and Release form. This document confirms that you have received full payment and waive any future lien rights against the property or the company regarding this specific project.

Please return the signed document to [Email Address] or by mail to the address listed above by [Due Date].

We appreciate your work on this project and look forward to the possibility of working with you again in the future.

Sincerely,

[Your Name]
[Your Title]

Enclosures:

1. Final Payment Check
2. Final Lien Waiver and Release Form