

Subcontractor Lien Waiver Request

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Project Name: [Project Name]

Project Address: [Project Address]

Dear [Contractor's Name],

I, [Your Name], representing [Your Company Name], hereby request a lien waiver for the work completed under the contract dated [Contract Date] for the above-mentioned project.

The total amount due for the services rendered is [Total Amount]. As of this date, we have received payment of [Amount Received]. Therefore, the remaining balance is [Remaining Balance].

In accordance with the terms of the contract and upon receipt of the remaining payment, I will provide a signed lien waiver for the amount stated. This waiver will confirm that all services provided have been completed and that no liens will be filed against the property.

Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information or clarification.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]