

Sample of Lien Negotiation Payoff Letter

On Company Letterhead

Dated:

ABC Roofing agrees to accept as payment in full, \$_____, for the debt attached to the title of the property located at _____ in the name of _____ (Responsible Party). The debt is in the form of a mechanics lien (Or other) and had a previous payoff amount of \$_____. This Payoff acceptance amount must be paid in full in the form of certified funds no later than _____ days from the date of this letter. (If left blank, anytime prior to foreclosure sale will apply).

Owner of Record/Negotiating Party Date

Owner ABC Roofing Date

Notary as applicable