Sample of Lien Negotiation Payoff Letter

On Company Letterhead

Dated:	
ABC Roofing agrees to accept as payment in full, \$ the title of the property located at (Responsible Party). The debt is in the (Or other) and had a previous payoff amount of \$ acceptance amount must be paid in full in the form of certified in	in the name of the form of a mechanics lien This Payoff funds no later than
days from the date of this letter. (If left blank, anytime prior to f	oreclosure sale will apply).
Owner of Record/Negotiating Party Date	
Owner ABC Roofing Date	-
Notary as applicable	