NOTICE OF INTENT TO FILE A MECHANIC'S LIEN

Date: [Insert Date]

TO:
[Property Owner Name]
[Property Owner Address]
[City, State, Zip Code]

FROM:
[Your Company Name]
[Your Address]
[Phone Number]

RE: Notice of Unpaid Balance and Intent to Lien

Dear [Property Owner Name],

This letter serves as formal notice that [Your Company Name] has not received payment for labor, materials, and/or services provided for the improvement of the property located at:

Project Address: [Insert Property Address where work was performed]

As of this date, the outstanding balance for the work performed is: **$[Insert Amount Owed]**.

The work performed included: [Briefly describe the work, e.g., roof repair, electrical installation, etc.]. This work was completed on or about [Insert Completion Date].

Please be advised that if payment in full is not received within [Insert Number, e.g., 10] days from the date of this letter, we intend to exercise our legal right to file a formal Mechanic's Lien against the property. A lien is a legal claim recorded against the property title which may prevent the sale or refinancing of the property until the debt is satisfied.

We would prefer to resolve this matter amicably. Please remit payment immediately or contact our office at [Your Phone Number] to discuss a payment arrangement.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]

Cc: [Insert General Contractor Name, if applicable]