

NOTICE OF INTENT TO LIEN

Date: [Current Date]

Via: [Certified Mail / Restricted Delivery]

TO:

[Property Owner Name]

[Property Owner Address]

[City, State, Zip Code]

FROM:

[Your Company Name]

[Your Address]

[Your Phone Number]

RE: Notice of Intent to File a Mechanic's Lien

Project Name/Description: [Project Name]

Property Address: [Physical Address of the Property]

Dear [Property Owner Name],

Please be advised that [Your Company Name] provided labor, materials, and/or services for the construction/improvement of the property located at the address listed above. Our records indicate an outstanding balance of \$**[Amount Owed]**.

This amount was due on [Due Date]. To date, we have not received payment for this balance.

This letter serves as formal notice that if payment is not received in full within [Number, e.g., 10] days from the date of this letter, we intend to file a Mechanic's Lien against the property. A lien is a legal claim against the property title, which may affect your ability to sell or refinance the property.

Please remit payment to the following address:

[Your Company Name]

[Payment Mailing Address]

[City, State, Zip Code]

If you have already sent payment, please disregard this notice. If there is a dispute regarding the work performed or the amount owed, please contact our office immediately at [Your Phone Number] to resolve this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]