

NOTICE OF INTENT TO FILE A LIEN

Date: [Current Date]

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

RE: Notice of Unpaid Debt and Intent to File Mechanic's Lien

Dear [Property Owner Name],

This letter serves as formal notice regarding the unpaid balance of \$[Amount Owed] for construction services and materials provided at the following property:

Project Address/Description: [Address of the property where work was performed]

As of this date, our records show that your account is [Number] days past due. Despite previous requests for payment, the balance remains outstanding.

Please be advised that if payment is not received in full within [Number] days from the date of this letter, we will be forced to exercise our legal right to file a 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.

To avoid this legal action, please submit payment via [Payment Method] to the address below:

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

If you have already sent payment or believe this notice is in error, please contact our office immediately at [Phone Number].

Sincerely,

[Your Name/Signature]
[Title]
[Your Company Name]