[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: NOTICE OF INTENT TO FILE LIEN - DELINQUENT ACCOUNT

Project Name/Address: [Project Address]
Amount Past Due: $[Total Amount Owed]

Dear [Client Name],

This letter serves as formal notice that your account is significantly past due. Despite our previous attempts to resolve this matter, we have not received payment for the labor and/or materials provided at the above-referenced property.

The total balance of $[Total Amount Owed] was due on [Original Due Date].

Please be advised that if payment is not received in full within [Number, e.g., 10] days from the date of this letter, we will be forced to initiate the formal process of filing a Mechanic's Lien against the property. A lien is a legal claim recorded against the property title, which may hinder your ability to sell, refinance, or transfer the property.

Additionally, should this matter proceed to legal action, we may seek to recover interest, court costs, and reasonable attorney fees as permitted by law.

We would prefer to resolve this matter amicably. Please remit payment immediately to the address listed above or contact our office at [Phone Number] to discuss payment arrangements.

Sincerely,

[Your Name/Signature]
[Your Title]