DATE: [Current Date]

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

RE: NOTICE OF INTENT TO FILE A MECHANIC'S LIEN

Dear [Owner Name],

This letter serves as formal notice that there is an outstanding unpaid balance in the amount of **$[Amount Owed]** for labor, materials, and/or services provided by [Your Company Name] at the following property address:

Property Address: [Address where work was performed]

The aforementioned balance is currently [Number] days past due. Despite previous requests for payment, we have yet to receive the funds for the work completed under our agreement dated [Contract 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 pursue legal remedies. This includes the filing of a formal Mechanic's Lien against the property title in accordance with state law. A Mechanic's Lien can cloud the property title, making it difficult to sell or refinance the property until the debt is satisfied.

To avoid the filing of a lien and any associated legal or recording fees, please deliver payment to the following address:

[Your Company Name]
[Your Payment Address]
[City, State, Zip Code]

If you believe this letter has been sent in error, or if you wish to discuss a payment arrangement, please contact me immediately at [Your Phone Number] or [Your Email].

Sincerely,

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