NOTICE OF INTENT TO FILE MECHANIC'S LIEN

Date: [Insert Date]

To (Owner/Debtor):
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

From (Claimant):
[Your Company Name]
[Your Address]
[Your Phone Number]

RE: Notice of Delinquent Account and Intent to Lien

Property Description: [Address of Property where work was performed]

Dear [Recipient Name],

This letter serves as formal notice that there is an unpaid balance of **$[Amount Owed]** for labor, materials, and/or services provided at the property listed above between the dates of [Start Date] and [End Date].

Despite previous requests for payment, your account remains delinquent. Please be advised that if payment is not received in full within [Number of Days, e.g., 10] days from the date of this letter, we will proceed with the following actions:

- Filing a formal Mechanic's Lien against the property title in the county records.
- Initiating legal proceedings to collect the debt, which may include interest, late fees, and legal costs.
- Reporting the delinquency to relevant credit bureaus.

A Mechanic's Lien can cloud the title of your property, making it difficult to sell or refinance. We prefer to resolve this matter amicably and avoid these steps.

Please remit payment to the address listed above or contact our office at [Your Phone Number] immediately to discuss payment arrangements.

Sincerely,

[Your Name/Signature]
[Your Title]