DATE: [Insert Date]

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

SENT VIA: [Certified Mail / Email / Hand Delivery]

RE: NOTICE OF UNPAID INVOICE AND INTENT TO FILE LIEN

Property Address: [Address where work was performed]
Contract Date: [Date of Original Agreement]
Outstanding Balance: $[Amount Owed]

Dear [Owner Name],

This letter serves as a formal demand for payment regarding the construction services and/or materials provided for the property located at the address listed above. According to our records, your account is currently past due in the amount of $[Amount Owed].

Despite previous communications regarding Invoice #[Invoice Number], dated [Invoice Date], we have yet to receive payment. We have completed the scope of work as agreed upon in our contract, and the balance is now [Number] days overdue.

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 all legal remedies available to us. This includes, but is not limited to, the filing of a Mechanic's Lien against your property in accordance with state law.

A Mechanic's Lien is a legal claim against your property title, which may prevent the sale, refinancing, or transfer of the property until the debt is satisfied.

To avoid this action, please remit payment immediately to the following address:

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

If you have already sent payment or believe this letter was sent in error, please contact our office at [Phone Number] immediately to resolve the discrepancy.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title]
[Your Company Name]