NOTICE OF INTENT TO FILE A MECHANIC'S LIEN AND DEMAND FOR PAYMENT

Date: [Insert Date]
Sent via: [Certified Mail / Return Receipt Requested]

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

RE: PROPERTY LOCATION:
[Insert Property Address or Legal Description]

Dear [Name of Owner/Debtor],

Please be advised that [Your Company Name] has not received payment for labor, materials, and/or services provided for the improvement of the property located at the address listed above.

ACCOUNT SUMMARY:

- **Description of Work:** [Brief Description of Services]
- **Date Work Commenced:** [Start Date]
- **Date Work Completed/Last Provided:** [End Date]
- **Total Amount Due:** $[Insert Amount]

This letter serves as formal notice that if payment of the full amount of **$[Insert Amount]** is not received within [Insert Number, e.g., 10] days from the date of this notice, we intend to file a formal Mechanic's Lien against the property in the county records.

A Mechanic's Lien constitutes a cloud on the title of the property and may prevent any sale, refinancing, or transfer of the property until the debt is satisfied. Furthermore, if the debt remains unpaid after the lien is filed, we may initiate legal action to foreclose on the lien or pursue a civil lawsuit to collect the outstanding balance, including interest, filing fees, and legal costs where permitted by law.

Please remit payment immediately to the following address:

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

If you have already sent payment, please disregard this notice.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Phone Number]
[Your Email Address]