

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

Date: [Current Date]

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

Re: Notice of Unpaid Debt and Potential Lien Filing for Services Rendered at:
[Project Address/Property Description]

Dear [Property Owner Name],

This letter serves as formal notice that [Your Company Name] has not received payment for labor, materials, and/or services provided regarding the property located at [Project Address] between the dates of [Start Date] and [End Date].

As of this date, your account is past due in the amount of **[\$[Total Amount Owed]]**. This balance includes:

- Principal Amount: **[\$[Amount]]**
- Late Fees/Interest: **[\$[Amount]]**
- Administrative Fees: **[\$[Amount]]**

PREAMBLE TO MECHANIC'S LIEN:

Please be advised that under the laws of the State of [State Name], [Your Company Name] is entitled to file a Mechanic's Lien against the aforementioned property to secure payment for improvements made. 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 filing a formal Lien Claim with the County Recorder's Office without further notice.

A Mechanic's Lien is a legal encumbrance attached to your property title, which may prevent the sale, refinancing, or transfer of the property. Furthermore, if the debt remains unpaid after the lien is filed, we may initiate a foreclosure lawsuit to recover the balance due, including attorney fees and court costs.

COLLECTION DEMAND:

We prefer to resolve this matter amicably. To avoid the filing of a lien and potential legal action, please remit the full payment of **[\$[Total Amount Owed]]** to the address listed below by [Deadline Date].

Remit payment to:
[Your Company Name]
[Your Mailing Address]
[Your Phone Number]

If you believe this letter has been sent in error, or if you have already sent payment, please contact our office immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Position]