DATE: [Current Date]

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

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

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

Project Name/Address: [Address of the construction project]

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding the construction services and/or materials provided by [Your Company Name] for the project located at the address listed above.

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

- Original Contract Amount: $[Amount]
- Unpaid Invoices: [Invoice Numbers]
- Date Payment was Due: [Due 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 exercise our legal right to file a Mechanic's Lien against the property mentioned above. A Mechanic's Lien is a legal claim recorded against the property title which may hinder your ability to sell, refinance, or transfer the property.

Furthermore, if legal action becomes necessary, we may seek to recover additional costs, including interest, filing fees, and reasonable attorney fees as permitted by law.

We value our professional relationship and would prefer to resolve this matter amicably. Please remit payment immediately to the address listed above or contact our office at [Your Phone Number] to discuss a payment arrangement.

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

Sincerely,

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