

NOTICE OF INTENT TO LIEN

Date: [Insert Date]

TO:

[Owner Name]

[Owner Address]

[City, State, Zip]

FROM:

[Your Company Name]

[Your Address]

[Your Phone Number]

RE: Notice of unpaid debt and intent to file a Mechanic's Lien

Property Address: [Insert Property Address where work was performed]

Dear [Owner Name],

This letter serves as formal notice that [Your Company Name] has not received payment for labor, materials, or services provided for the improvement of the property located at the address listed above.

As of this date, the total outstanding balance due is: **[\$[Insert Amount Owed]]**.

Please be advised that under the laws of the State of [Insert State Name], we have the right to file a Mechanic's Lien against the property if payment is not received. A Mechanic's Lien is a legal claim against the property title, which may prevent the sale, refinancing, or transfer of the property until the debt is satisfied.

To avoid the filing of this lien and any further legal action, please remit the full payment of **[\$[Insert Amount Owed]]** to our office within [Insert Number, e.g., 10] days of the date of this letter.

If you have already sent payment or believe this notice was sent in error, please contact us immediately at [Your Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]