

URGENT: SECOND NOTICE OF INTENT TO FILE A CONSTRUCTION LIEN

Date: [Date]

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

Re: Notice of Unpaid Balance and Intent to Lien

Dear [Property Owner Name],

This is the SECOND WARNING regarding the outstanding balance for labor, materials, and/or services provided at the following property:

Property Description: [Legal Description or Street Address of Property]
Amount Currently Due: \$[Total Amount Owed]
Original Due Date: [Original Due Date]

On [Date of First Warning], we notified you of the past-due balance of \$[Total Amount Owed]. As of today, we have not received payment or a response regarding a payment schedule.

Please be advised that if payment is not received in full within [Number, e.g., 5 or 10] days from the date of this letter, we will proceed with the formal filing of a **Construction Lien** against the property mentioned above. A lien is a legal claim against your property title, which may prevent the sale or refinancing of the property and could lead to a foreclosure action to recover the debt.

Furthermore, if we are forced to file this lien, you may also be held responsible for additional costs, including lien filing fees, interest, and legal attorney fees.

To avoid this action, please remit payment immediately to:

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

If you have already sent payment, please disregard this notice. If there is a dispute regarding the work performed, please contact us at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]