

NOTICE OF INTENT TO FILE A LIEN

Date: [Date]

To (Owner Name): [Property Owner Name]

Owner Address: [Owner Mailing Address]

RE: NOTICE OF INTENT TO LIEN regarding work performed at:

[Property Address or Legal Description]

To Whom It May Concern,

This letter serves as formal notice that [Your Name or Company Name] intends to file a Construction Lien against the property located at the address above. This action is being taken due to non-payment for labor, materials, and/or services provided for the improvement of said property.

Description of Work/Materials: [Brief description of work done]

Total Amount Outstanding: \$[Amount Owed]

To date, this balance remains unpaid. Please be advised that if payment is not received in full within [Number of Days, e.g., 10] days from the date of this notice, we will proceed with recording a formal Claim of Lien with the County Recorder's Office without further notice.

A lien filing may affect your ability to sell or refinance the property. We would prefer to resolve this matter amicably. Please contact us immediately at [Your Phone Number] to arrange for payment.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name]

[Your Address]

[Your Phone Number]

CC: [General Contractor Name, if applicable]