

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

Date: [Insert Date]

To: [Owner Name/Contractor Name]
[Street Address]
[City, State, Zip Code]

Re: Notice of Non-Payment and Intent to File Lien

Dear [Recipient 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:

Property Address: [Insert Full Property Address]

The total amount currently due and owing is **\$(Insert Amount)**. This balance was due on [Insert Due Date].

Please be advised that if payment is not received in full within [Number] days of the date of this letter, we intend to file a formal Mechanic's Lien against the property. Filing a lien may affect the property title and your ability to sell or refinance the property.

We prefer to resolve this matter amicably. Please send payment immediately to the address below or contact our office at [Your Phone Number] to discuss payment arrangements.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Company Name]
[Your Address]