

NOTICE OF INTENT TO FILE A LIEN

Date: [Date]

TO (Property Owner):

[Owner Name]

[Owner Address]

[City, State, Zip Code]

FROM (Claimant):

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

RE: PROPERTY DESCRIPTION

Address: [Street Address of Property]

Legal Description: [Parcel Number or Legal Description, if known]

Dear [Owner Name],

Please take notice that [Your Name/Company Name] intends to file a formal Lien against the property listed above if payment for labor, services, equipment, or materials provided is not received in full.

To date, the following amount remains unpaid and is past due:

- **Total Amount Due:** \$[Dollar Amount]
- **Description of Work/Materials:** [Brief Description]
- **Date Work Completed/Materials Delivered:** [Date]

If payment is not received within [Number] days of the date of this notice, we will proceed with recording a formal Lien against the title of the property with the County Recorder's Office without further notice. A lien may prevent the sale, refinancing, or transfer of the property until the debt is satisfied.

Please remit payment immediately to the address listed above to avoid this legal action. If you have already sent payment, please disregard this notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]