

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: NOTICE OF INTENT TO SUE / SETTLEMENT DEMAND REGARDING  
CONSTRUCTION DEFECTS AND MECHANIC'S LIEN**

Project Name: [Project Name]  
Project Address: [Property Address]  
Lien Recording Info: [Book/Page or Instrument Number]

Dear [Recipient Name],

This letter serves as a formal demand for settlement regarding construction defects and the outstanding mechanic's lien filed on the above-referenced property. As you are aware, [Company Name] has identified significant construction defects resulting from your work on the project, including but not limited to:

- [Describe Defect 1]
- [Describe Defect 2]
- [Describe Defect 3]

These defects constitute a breach of contract and have resulted in damages estimated at \$[Amount] for remediation and repair. Furthermore, the mechanic's lien filed by your company on [Date] in the amount of \$[Lien Amount] is considered improper given the failure to perform work in a workmanlike manner and the resulting offsets required to cure these defects.

In the interest of avoiding protracted litigation, we propose the following settlement terms:

1. You shall immediately record a full release and discharge of the Mechanic's Lien.
2. You shall pay \$[Settlement Amount] to [Your Company Name] to cover the costs of necessary repairs.
3. Both parties shall execute a mutual release of all claims related to this project.

If we do not receive your written acceptance of this offer and evidence that the lien release has been filed by [Deadline Date], we will have no choice but to initiate formal legal proceedings to vacate the lien and seek damages for breach of contract, negligence, and attorney's fees.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]