

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

[Date]

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

RE: NOTICE OF INTENT TO FILE MECHANIC'S LIEN AND DEMAND FOR SETTLEMENT

Project: [Project Name/Address]
Contract Date: [Date]
Subject: Construction Defects (Water Intrusion) and Unpaid Balances

Dear [Recipient Name],

This letter serves as a formal demand for settlement regarding construction defects and outstanding payments related to the property located at [Property Address].

Our records and recent inspections indicate significant construction defects involving water intrusion at the site. Specifically: [Briefly list defects, e.g., improper window flashing, foundation seepage, or roofing failure]. These defects have resulted in [mention damages, e.g., mold growth, structural damage, or interior finish degradation].

Despite previous notifications, these issues remain unresolved. Furthermore, there is an outstanding balance of \$[Amount] due for labor and materials provided to the project.

Settlement Demand:

In the interest of avoiding litigation and resolving this matter amicably, we demand the following:

1. Payment in the amount of \$[Amount] to satisfy the outstanding balance.
2. A written commitment to perform necessary remediation repairs for the water intrusion defects by [Date].

Failure to respond to this demand or reach a settlement agreement by [Deadline Date] will result in the following actions:

- The immediate filing of a Mechanic's Lien against the property.
- Legal action to foreclose on the lien.
- A formal claim for damages resulting from the construction defects, including costs of repair and loss of use.

Please contact [Name] at [Phone Number] immediately to discuss the resolution of this claim.

Sincerely,

[Signature]

[Printed Name]

[Title]