

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

To: [Property Owner Name]
[Property Owner Address]
[City, State, Zip Code]

Re: FINAL NOTICE BEFORE FORECLOSURE OF MECHANICS LIEN

Dear [Property Owner Name],

This letter serves as a formal and final warning regarding the Mechanics Lien recorded by [Your Company Name] on [Date Lien was Recorded] against the property located at:

[Property Address or Legal Description]
Lien Recording Number/Instrument Number: [Recording Number]

As of this date, the total outstanding balance remains [Total Amount Due, including interest and fees]. Despite previous demands for payment, this obligation remains unpaid.

Please be advised that [Your Company Name] is prepared to initiate a formal lawsuit to foreclose on the Mechanics Lien. A foreclosure action will seek a court order to sell the property to satisfy the debt, and will include a request for additional costs, including:

- Pre-judgment interest
- Court filing fees and service of process costs
- Reasonable attorney's fees

This is your final opportunity to resolve this matter voluntarily. To prevent the filing of a foreclosure lawsuit, full payment must be received by our office no later than [Deadline Date, e.g., 10 days from date of letter].

Payment should be made payable to [Your Company Name] and sent to:

[Your Company Name/Attorney Name]
[Mailing Address]
[City, State, Zip Code]

If payment is not received by the deadline stated above, we will proceed with legal action without further notice to you.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title]

[Your Phone Number]

cc: [Lender Name, if applicable]

[General Contractor Name, if applicable]