

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Current Date]

To:

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

Re: NOTICE OF INTENT TO FORECLOSE ON MECHANICS LIEN

Dear [Property Owner Name],

This letter serves as a formal demand for payment regarding the labor, services, and/or materials provided by [Your Company Name] for the improvement of the real property located at [Property Address/Legal Description].

On [Date Lien was Recorded], a Mechanics Lien was recorded against the aforementioned property in the [County Name] County Records, as Instrument No. [Recording/Document Number], in the amount of \$[Amount Owed].

To date, the balance of \$[Amount Owed] remains unpaid. This amount excludes any additional interest, legal fees, or court costs that may be applied should further legal action be required.

DEMAND IS HEREBY MADE for the full payment of the outstanding balance within [Number, e.g., 10] days of the date of this letter. Payment should be delivered to the following address:

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

If payment is not received in full by [Deadline Date], we will have no alternative but to commence a formal legal action to foreclose on the Mechanics Lien. A foreclosure action will seek a court order to sell the property to satisfy the debt, as well as recovery of attorney's fees, interest, and litigation costs as permitted by law.

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company Name]
[Your Phone Number]