

NOTICE OF INTENT TO FILE A LIEN

Date: [Current Date]

TO:

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

FROM:

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

RE: Notice of Intent to File a Mechanic's Lien

Project Name/Address: [Address of the property where work was performed]

Please take notice that [Your Name/Company Name] intends to file a Mechanic's Lien against the property located at the address listed above in the amount of \$[Total Amount Owed].

This claim is based on labor, materials, and/or services provided for the improvement of the property between the dates of [Start Date] and [End Date]. To date, the outstanding balance remains unpaid despite previous requests for payment.

If payment in full is not received within [Number of Days, e.g., 10] days from the date of this notice, we will proceed with filing a formal Lien Claim against the property without further notice to you. Filing a lien may affect your ability to sell or refinance the property and may result in legal action to foreclose on the lien.

Please remit payment to the address listed above to resolve this matter immediately.

Sincerely,

[Signature]
[Printed Name]
[Title/Position]