

## **FORMAL DEMAND FOR PAYMENT / NOTICE OF INTENT TO FILE LIEN**

Date: [Insert Date]

To: [Name of Executor/Personal Representative]  
Executor of the Estate of [Name of Deceased]  
[Executor's Address]  
[City, State, Zip Code]

Re: Estate of [Name of Deceased], Probate Case No: [Insert Case Number if known]

Dear [Name of Executor],

This letter serves as a formal demand for payment regarding a debt owed to [Your Name/Company Name] by the deceased, [Name of Deceased], in the amount of \$[Insert Amount].

The debt is based on the following: [Briefly describe the goods, services, or agreement, e.g., unpaid invoices, promissory note, or professional services]. Copies of the supporting documentation are attached to this letter.

Please be advised that if payment in full is not received or a formal payment arrangement is not established within [Insert Number, e.g., 10 or 30] days from the date of this letter, I intend to file a formal Lien and/or a Creditor's Claim against the assets of the Estate to secure this interest.

Recording a lien may prevent the sale or transfer of estate property and may result in additional legal costs or interest for which the Estate will be held responsible.

Please remit payment to:

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

I look forward to your prompt attention to this matter to avoid further legal action.

Sincerely,

[Your Signature]  
[Your Printed Name]