

NOTICE OF INTENT TO RECORD MECHANIC'S LIEN

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

VIA: [Certified Mail / Return Receipt Requested]

RE: NOTICE OF UNPAID BALANCE AND INTENT TO LIEN

To Whom It May Concern,

Please be advised that [Your Company Name] (the "Claimant") has provided labor, services, equipment, or materials for the improvement of the real property located at:

Project Address: [Project Address / Legal Description]

These services and/or materials were provided at the request of [Name of Party who Hired You] between the dates of [Start Date] and [Last Date of Work].

As of the date of this letter, there remains an unpaid balance of **[\$Amount Owed]** for the work performed. Despite previous requests for payment, this balance remains outstanding.

NOTICE IS HEREBY GIVEN that this letter serves as a formal Good Faith Notice of our intent to record a Mechanic's Lien against the above-referenced property in the amount of the unpaid balance, plus any applicable interest, filing fees, and legal costs, unless payment is received in full within [Number of Days, e.g., 10] days from the date of this notice.

This notice is sent in accordance with state statutes to protect our right to payment for work performed on the property. We would prefer to resolve this matter amicably and without the need for formal legal filings. Please remit payment immediately to the address listed below.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title]
[Your Company Name]
[Your Phone Number]
[Your Mailing Address]

DECLARATION OF SERVICE

I, [Name of Person Mailing Letter], declare that I served a copy of this Notice of Intent to Record Mechanic's Lien on the Owner(s) listed above by depositing it in the United States Mail, postage prepaid, via [Certified Mail/First Class Mail] on this [Day] day of [Month], 20[Year].

Signed: _____ Date: [Date]