

NOTICE OF INTENT TO RECORD A LIEN AND COMMENCE LEGAL ACTION

Date: [Insert Date]

To: [Debtor Name]
[Debtor Address]
[City, State, Zip Code]

Re: Notice of Delinquent Account - [Project Name/Reference Number]

Dear [Debtor Name],

This letter serves as formal notice that your account is past due in the amount of \$[Total Amount Owed]. This balance is for [Description of Services/Materials] provided at [Property Address/Location] between the dates of [Start Date] and [End Date].

Despite previous requests for payment, we have yet to receive the outstanding balance. Please be advised that if payment is not received in full within [Number, e.g., 10] days from the date of this letter, we will take the following actions without further notice:

- **Recording of a Mechanic's Lien:** We will file a formal Lien against the property located at [Property Address] to secure the debt.
- **Commencement of Legal Action:** We will initiate a lawsuit to foreclose on the lien and/or recover the debt through a civil judgment.
- **Collection Costs:** We will seek to recover all applicable interest, court costs, and reasonable attorney fees as permitted by law.

To prevent these actions, please remit payment immediately to the address below:

[Your Company Name]
[Your Remittance Address]
[City, State, Zip Code]

If you have already sent payment, please disregard this notice.

Sincerely,

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