

NOTICE OF DEMAND AND INTENT TO FILE LIEN

Date: [Current Date]

To: [Recipient Name/Owner Name]

Address: [Recipient Address]

Property Description: [Legal Description or Address of Property]

RE: NOTICE OF UNPAID DEBT AND LIEN CLAIM

Dear [Recipient Name],

This letter serves as a formal demand for payment regarding outstanding balances owed for [Description of services rendered or materials provided] performed at the property located at [Property Address].

As of the date of this letter, the total amount due and owing is **[\$Amount Due]**. This balance was originally due on [Original Due Date]. Despite previous requests for payment, this account remains delinquent.

TAKE NOTICE: If full payment of **[\$Amount Due]** is not received within [Number] days of the date of this letter, [Your Name/Company Name] intends to file a formal Mechanic's Lien / Property Lien against the above-described property in the records of [County/City Name] County.

A lien is a legal claim against the property. Once recorded, it may prevent the sale, refinancing, or transfer of the property until the debt is satisfied in full. Furthermore, we reserve the right to pursue additional legal action to foreclose on the lien and recover all costs, including interest and reasonable attorney fees, as permitted by law.

Please remit payment immediately to the following address:

[Your Name/Company Name]

[Your Remittance Address]

[City, State, Zip Code]

[Phone Number]

If you believe this notice has been sent in error, or if payment has already been sent, please contact our office immediately to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]