NOTICE OF INTENT TO FILE A MECHANICS LIEN

Date: [Current Date]

TO (Owner/Hiring Party):
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

FROM (Claimant):
[Your Name/Company Name]
[Your Address]
[Your Phone Number]

RE: Notice regarding unpaid labor or materials provided for the property located at:
[Property Address/Description]

Dear [Recipient Name],

Please take notice that [Your Company Name] intends to file a Mechanics Lien against the property mentioned above if payment for the outstanding balance is not received within [Number of Days, e.g., 10] days from the date of this notice.

The details of the claim are as follows:

- **Description of labor or materials provided:** [Brief Description]
- **Total amount currently due:** $[Amount Owed]
- **Date labor/materials were first provided:** [Start Date]
- **Date labor/materials were last provided:** [End Date]

This letter serves as a formal notice in accordance with state laws. If the balance is paid in full within the timeframe specified above, no further action will be taken regarding the filing of a lien. If payment is not received, we will proceed with recording a formal Mechanics Lien against the property without further notice, which may affect the property title and your ability to sell or refinance.

Please remit payment to the address listed above or contact our office immediately at [Your Phone Number] to discuss payment arrangements.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]