SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

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

cc:
[General Contractor Name, if applicable]
[Lender, if applicable]

RE: NOTICE OF INTENT TO FILE MECHANIC'S LIEN

Property Address: [Legal Description or Street Address of the Property]

Dear [Property Owner Name],

This law firm represents [Your Company/Client Name] regarding the unpaid balance for labor, materials, and/or services provided for the improvement of the real property located at the address referenced above.

To date, my client has not received payment for the work performed under their contract. The details of the claim are as follows:

- **Amount Due:** $[Dollar Amount]
- **Description of Work:** [Brief Description of Services or Materials]
- **Last Date of Work:** [Date of Last Performance]

Please be advised that this letter serves as formal notice that if the outstanding balance of **$[Dollar Amount]** is not paid in full within [Number, e.g., 10] days of the date of this letter, we have been instructed to immediately file a formal Mechanic's Lien against the property in the records of [Name of County] County.

A Mechanic's Lien acts as an encumbrance upon the title of the property, which may prevent the sale, refinancing, or transfer of the property. If the lien is filed and remains unpaid, my client may pursue a foreclosure action to satisfy the debt, which may include claims for interest, filing fees, and reasonable attorney's fees as permitted by state law.

We urge you to resolve this matter immediately to avoid the necessity of further legal action. Payments should be made payable to [Payee Name] and delivered to [Address].

If you believe this letter has been sent in error, or if you have already issued payment, please contact our office immediately.

Sincerely,

[Attorney Name]
[Law Firm Name]