NOTICE OF INTENT TO FILE MECHANICS LIEN

DATE: [Date]

TO (Property Owner):
[Owner Name]
[Owner Address]
[City, State, Zip]

TO (General Contractor):
[Contractor Name]
[Contractor Address]
[City, State, Zip]

RE: NOTICE OF UNPAID BALANCE AND INTENT TO LIEN

Dear [Owner Name],

Please be advised that [Your Company Name] was hired as a subcontractor by [General Contractor Name] to provide labor and/or materials for the improvement of the property located at:

Property Address: [Full Address of the Project Site]

As of the date of this letter, there remains an unpaid balance due to us in the amount of **$[Amount Owed]**. This amount is for the following work and/or materials: [Brief Description of Work/Materials].

This letter serves as formal notice of our intent to file a Mechanics Lien against the above-referenced property if payment is not received in full within [Number of Days, e.g., 10] days of your receipt of this notice.

The filing of a Mechanics Lien is a legal claim against the property title to secure unpaid debts for work performed. We would prefer to resolve this matter amicably and avoid formal legal action; however, we are prepared to proceed with the lien filing to protect our interests.

Please remit payment immediately or contact our office at [Your Phone Number] to discuss a payment schedule.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]
[Your Address]
[Your Phone Number]