NOTICE OF INTENT TO FILE MECHANIC'S LIEN

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

RE: NOTICE OF NON-PAYMENT AND INTENT TO FILE LIEN
Project Name: [Project Name/Reference Number]
Property Address: [Physical Address of the Property]

Dear [Property Owner Name],

Please be advised that [Your Company Name], acting as the General Contractor, has provided labor, materials, and services for the improvement of the property located at the address stated above, pursuant to our contract dated [Contract Date].

As of this date, there remains an unpaid balance of **$[Amount Owed]** for work performed through [End Date of Work]. This balance is now past due.

This letter serves as formal notice that if payment in full is not received within [Number of Days, e.g., 10] days from the date of this notice, [Your Company Name] intends to file a formal Mechanic's Lien against the property in accordance with state law. Filing a lien may result in a cloud on the property title and could lead to legal action to foreclose on the property to satisfy the debt.

We would prefer to resolve this matter amicably. Please remit payment immediately or contact our office at [Your Phone Number] to discuss a payment arrangement.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company Name]
[Your Business Address]

cc: [Construction Lender, if applicable]
cc: [Additional Parties, if applicable]