NOTICE OF INTENT TO FILE A MECHANIC'S LIEN

DATE: [Current Date]

TO (Owner/Customer):
[Name of Property Owner or General Contractor]
[Address]
[City, State, Zip Code]

FROM (Claimant):
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

RE: NOTICE OF UNPAID BALANCE AND INTENT TO LIEN

Please take notice that [Your Company Name] intends to file a Mechanic's Lien against the property located at the address below if payment is not received within [Number of Days, e.g., 10] days from the date of this notice.

PROPERTY DESCRIPTION:
[Project Name, if applicable]
[Street Address of Property]
[Legal Description/Parcel Number, if known]

DESCRIPTION OF MATERIALS PROVIDED:
[Brief description of materials supplied, e.g., lumber, electrical fixtures, concrete]

AMOUNT DUE: $[Total Unpaid Amount]

The materials were provided to [Name of Party who Ordered Materials] for the improvement of the above-referenced property. As of this date, the total amount of $[Total Unpaid Amount] remains past due and unpaid.

This is a formal notice to provide you with the opportunity to settle this account before a formal Mechanic's Lien is recorded against the property title. Failure to remit payment or contact our office to arrange a payment schedule will result in further legal action to protect our interest in the property.

Please direct payment to the address listed in the "From" section above.

Sincerely,

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