SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

TO:
[Owner Name]
[Owner Address]
[City, State, Zip]

CC:
[General Contractor Name/Hiring Party]
[Address]

RE: EXPEDITED NOTICE OF INTENT TO LIEN

Project Name: [Insert Project Name]
Property Address: [Insert Property Address/Description]

Dear [Name of Owner/Contractor],

This letter serves as formal notice that [Your Company Name] intends to file a Mechanics Lien against the above-referenced property if full payment for labor, materials, or services provided is not received immediately.

The details of the claim are as follows:

- **Amount Outstanding:** $[Insert Dollar Amount]
- **Description of Work/Materials:** [Brief Description]
- **Date of Last Work/Delivery:** [Insert Date]

To date, the balance of **$[Insert Dollar Amount]** remains unpaid and is past due. Because of the urgent nature of this delinquency, please be advised that we have prepared the necessary Lien Affidavit and are ready to record it with the County Recorder's Office.

FINAL DEMAND: To prevent the filing of this lien, which will be an encumbrance on the property title, we must receive payment in full within [Number, e.g., 5 or 10] days from the date of this notice.

If payment has already been sent, please contact our office at [Your Phone Number] immediately so we may verify the transaction and halt the filing process.

Sincerely,

[Your Signature]
[Your Printed Name]

[Your Title]
[Your Company Name]