NOTICE OF INTENT TO FILE A MECHANIC'S LIEN

DATE: [Date]

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

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

RE: NOTICE OF NON-PAYMENT FOR LABOR/MATERIALS

Dear [Owner Name],

Please be advised that [Your Company Name] intends to file a formal Mechanic's Lien against the property located at the address listed below if payment for labor and/or materials provided is not received within [Number, e.g., 10] days from the date of this notice.

PROPERTY DESCRIPTION:
[Property Name/Commercial Suite Number]
[Street Address]
[City, County, State, Zip]
Legal Description: [Insert Legal Description or Parcel ID if known]

CLAIM INFORMATION:
Description of work/materials provided: [Brief Description]
Hired by: [Name of General Contractor or Party who hired you]
Total Amount Due: $[Amount]

This notice is sent in accordance with the statutory requirements of the state of [State]. If the outstanding balance is not paid in full, the lien will be recorded against the property title, which may affect your ability to sell or refinance the property.

Please remit payment immediately to avoid further legal action.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email]