NOTICE OF INTENT TO FILE A MECHANIC'S LIEN

Date: [Current Date]

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

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

RE: NOTICE REGARDING RESIDENTIAL PROPERTY AT:
[Address of the Property worked on]

Dear [Owner Name],

This letter serves as formal notice that [Your Name/Company Name] intends to file a Mechanic's Lien against the property located at the address listed above if payment for labor and/or materials provided is not received immediately.

The details of the claim are as follows:

- **Description of work performed/materials provided:** [Brief description]
- **Date work started:** [Start Date]
- **Date work completed (or last materials delivered):** [End Date]
- **Total amount currently due and owing:** $[Amount]

Please be advised that if the outstanding balance of **$[Amount]** is not paid within [Number, e.g., 10] days of the date of this notice, we will proceed with filing a formal Lien Claim against the property in the county records without further notice to you. A lien may cloud the title of your property and interfere with your ability to sell or refinance.

If you have already sent payment, please disregard this notice. Otherwise, please contact us at [Phone Number] to arrange for immediate payment.

Sincerely,

[Signature]
[Printed Name]
[Title]