NOTICE OF INTENT TO FILE MECHANICS LIEN

Date: [Current Date]

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

FROM:
[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]

RE: NOTICE OF NON-PAYMENT AND INTENT TO LIEN

Project Name: [Project Name/Reference]
Project Address: [Street Address of Property where work was performed]
Amount Due: $[Total Amount Owed]

Dear [Property Owner Name],

This letter serves as formal demand for payment for labor, materials, and/or services provided at the property located at [Project Address] between the dates of [Start Date] and [End Date].

To date, the balance of $[Total Amount Owed] remains unpaid and is past due. Our records indicate that we have not received payment despite previous requests.

PLEASE TAKE NOTICE that if payment is not received in full within [Number of Days, e.g., 10] days from the date of this letter, we intend to file a formal Mechanics Lien against the property mentioned above in accordance with state law.

The filing of a Mechanics Lien may cloud the title of the property and could affect your ability to sell or refinance. We would prefer to resolve this matter amicably and avoid the necessity of legal action or the filing of a lien.

Please remit payment immediately to the address listed above. If you have already sent payment, please disregard this notice.

Sincerely,

[Signature]
[Printed Name]
[Title]
[Phone Number]