[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF CLAIM OF MECHANICS LIEN**

Dear [CONTACT NAME],

The undersigned applicant hereby claims a mechanic's lien under section [SECTION] of [REGULATORY BODY] and hereby declares the following:

1. That a statement of claimant's demand, after deducting all just credits and offsets, in the sum

 of [AMOUNT].

2. That the name of the owner[s], or reputed owner[s] of the property is [ARE]:

3. A general statement of the kind of work done or materials furnished by the claimant, or both

 is:

4. That the name[s] of the person[s] by whom claimant was employed or to whom claimant

 furnished the materials is [ARE]:

5. A description of the property sought to be charged with the lien is:

 [LEGAL DESCRIPTION OF PROPERTY].

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]