[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF INTENTION TO FILE A MECHANIC'S LIEN**

Dear [CONTACT NAME],

We hereby give notice that [YOUR COMPANY NAME] intends to file a mechanic's lien for [AMOUNT], on the property owned by you and commonly known as [STREET ADDRESS]. The legal description for this property is as follows:-

[DESCRIBE]

The filing of said lien, pursuant to [CITE STATUTE], is for the purpose of securing payment of the amounts due for [SERVICES] performed by the undersigned within the last [NUMBER] days, in accordance with the [WRITTEN OR ORAL] agreement entered into on [DATE] between you and the undersigned.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]