

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Construction Lien Demand Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my intention to assert a construction lien against the property located at [Property Address], for unpaid work and materials provided as part of the [Project/Contract Description], which commenced on [Start Date] and was performed until [End Date].

Details of the unpaid amounts are as follows:

- Total Amount Due: \$[Amount]
- Invoice Numbers: [List of Invoices]
- Due Date(s): [List Due Dates]

As per the terms of our agreement, payment was due on [Specific Due Date]. Despite multiple reminders, the payment has not been received. Please consider this letter as a final demand for payment. If the payment is not received by [Final Payment Deadline - typically 10-15 days from the date of this letter], I will proceed with filing a construction lien against the property as allowed under [State] law.

I hope to resolve this matter amicably and avoid further legal action. Please contact me at your earliest convenience to discuss this issue. Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Company Name, if applicable]