
ABC Contractors Inc

55 Main Street
Sometown, PA 99999

Phone: (555) 555-5555
Fax: (555) 555-5554

NOTICE OF INTENT TO LIEN

Date: 07/07/2008
To: Attn: Tom Smith
Sample Company
55 Lakeview Drive
Sometown, US 55555-5555
Phone:555-555-1234 Fax:555-555-2345

From: ABC Contractors Inc

Project: Sample Project #1
Project #: Sample job #1
Project Address: 2500 Canyon Drive
Anywhere, PA 55555-5555
Amount Due: \$145,296.35

We will file a Mechanics Lien on the above job on June 15, 2008.

Additional Information:

Please contact us as soon as possible so we can clear this matter up.

Signed: _____
John Smith

Date: 6/7/2008

We recommend that you contact us as soon as possible regarding the payment due.