

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name  
Company  
Address  
City, State Zip Code

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUESTED**

Dear \_\_\_\_\_ :

Our firm represents \_\_\_\_\_ (“\_\_\_\_\_”). Enclosed please find a copy of the Lien Notice which \_\_\_\_\_ has filed against your property as a result of your failure to pay the outstanding balance of \$ \_\_\_\_\_. Please be advised that if the amount due is not paid within ten (10) days of your receipt of this letter, \_\_\_\_\_ has instructed us to file suit to enforce the lien against your property.

This is a serious matter which requires your immediate attention. In order to avoid legal proceedings, you must pay \_\_\_\_\_ the amount due within the time specified. If you fail to do so, you may be liable for attorney's fees and \_\_\_\_\_ may be entitled to have your property sold to satisfy the amount due.

We look forward to receiving your prompt payment. In the meantime, should you desire to discuss this matter, please do not hesitate to contact me.

Sincerely,

BY:

/  
pc: