

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

D A T E

N A M E  
C O M P A N Y  
A D D R E S S L I N E  
C I T Y , S T A T E Z I P C O D E

**CERTIFIED MAIL**  
**RETURN RECEIPT REQUEST**

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

Please find copies of a Notice of Construction Lien and Lis Pendens Notice which has been filed with the Chancery Clerk of \_\_\_\_\_ County, \_\_\_\_\_ on behalf of \_\_\_\_\_ .

Should you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

/  
pc: