

Informational Notice for Utility Lien Filing

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as an official Informational Notice regarding the potential filing of a lien for unpaid utility services associated with your property located at [Property Address]. As of the date of this notice, the outstanding balance on your utility account is [Insert Amount].

To avoid the filing of a lien, please ensure that payment is received by [Insert Deadline Date]. If payment has already been made or if you believe this notice has been sent in error, please contact our office immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]