

Notice of Intent to File Utility Lien

Date: [Insert Date]

[Utility Company Name]
[Utility Company Address]
[City, State, Zip Code]

To: [Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Notice of Intent to File Utility Lien

Dear [Customer Name],

This letter serves as formal notice of our intent to file a utility lien against the property located at [Property Address] due to an outstanding balance on your account. The total amount due is [Insert Amount], which has not been paid despite previous notifications.

Please be advised that if the balance is not settled within [Insert Days] days from the date of this notice, we will proceed with filing a lien in accordance with applicable state laws.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact us at [Utility Company Phone Number] or [Utility Company Email].

We appreciate your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Utility Company Name]