

Utility Lien Notification

Date: [Insert Date]

[Property Owner's Name]

[Property Owner's Address]

[City, State, ZIP Code]

Dear [Property Owner's Name],

We are writing to inform you that a utility lien has been placed on your property located at [Property Address] due to non-payment of utility services. As of the date of this letter, the outstanding balance is [Amount Due].

We urge you to address this matter promptly to avoid further actions that may be taken against your property. Please make the necessary payment by [Due Date] to remove the lien and prevent additional fees.

If you have already made the payment or if you believe this notice has been issued in error, please contact us at [Utility Company Phone Number] or [Utility Company Email Address] immediately.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]