

**NOTICE OF FILED LIEN**

(reference Texas Property Code § 53.055)

[This header is for your convenience and may be deleted from the actual notice letter]

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[claimant's letterhead]

[date]

VIA CERTIFIED MAIL, RETURN  
RECEIPT REQUESTED # \_\_\_\_\_  
[name of owner]  
[address]

VIA CERTIFIED MAIL, RETURN  
RECEIPT REQUESTED # \_\_\_\_\_  
[name of original contractor]  
[address]

RE: Notice of Filing of Lien Affidavit and Claim  
on [insert name of project] [insert address of project]  
Unpaid Claim: [\$                    ]

Dear [\_\_\_\_\_]:

As required by Section 53.055 of the Texas Property Code, enclosed is a copy of a Lien Affidavit and Claim filed on behalf of [insert name of Claimant] with the county clerk of [insert county in which the project is located] County, Texas. You are hereby advised that if this account remains unpaid, the property may be subject to foreclosure for satisfaction of the lien.

If you are not the owner of the property, please notify the undersigned at your earliest convenience.

Please contact the undersigned to arrange for payment of this claim in return for a release of the claim of lien.

Sincerely,

[name of claimant]

By: \_\_\_\_\_  
[name], [title]

cc: via certified mail # \_\_\_\_\_,  
return receipt requested  
[party with whom you have a contract]