FICTIONAL SAMPLE · DRAFTED BY DEMANDLETTERHUB FROM A MADE-UP CASE FILE · NOT LEGAL ADVICE

PLEASE VERIFY BEFORE SENDING

Unverified AI draft. Every fact must be checked against the records before use. It is not legal advice. Fill in every [ADD: …] placeholder, set the demand amount, confirm anything marked [VERIFY], and delete this box before sending.

- Check Arizona's required form and notice period before sending.
- Last date of furnishing conflicts: the daily log shows last labor on site June 26, 2025, but Delivery Ticket No. 8817 shows materials delivered July 1, 2025 (signature illegible, and no Desert Mesa labor logged that day). Invoice INV-2071 is dated July 3, 2025. Decide which date controls the recording deadline. Also confirm the July 1 hardware was actually installed for Change Order No. 1, since framing had already passed inspection on June 26.
- The preliminary notice was served April 8, 2025, after the first delivery on April 2, 2025. It stated an estimated price of $92,500.00, which does not include Change Order No. 1 ($4,850.00). Confirm timing, content and delivery method meet Arizona requirements. The notice itself was not provided.
- Waivers: a conditional waiver for $41,500.00 (through May 31, 2025) was signed June 2, 2025, but only $20,000.00 was paid on INV-2057. The waiver forms were not provided. Review their exact wording for any effect on the $21,500.00 balance. The letter does not mention the waivers.
- The totals in the amount-owed table are as read from the account statement and must be checked. The lienable amount may differ from the balance due.
- The September 9, 2025 email from Luis Castillo ("I will pay you when they pay me"; owners behind on last draw) is not used in the letter. Decide whether to use it. The subcontract says payment is not conditioned on owner payment. Check whether the owners' payments to the general contractor affect the amount that can be liened [VERIFY: Arizona rule on owner payments and lien amount].
- The legal description is missing; the assessor printout does not show it. Also add the parcel number, the owners' mailing address if different from the property, ZIPs, and the recipient's delivery method.
- Confirm whether other recipients are required beyond the owners, general contractor and lender [VERIFY].
- [VERIFY: Arizona statutory form, required content, notice period and delivery method for a notice of intent to lien]
- [VERIFY: Arizona rule on preliminary notice and whether it was served]
- [VERIFY: Arizona deadline to record the lien, measured from the last date of furnishing]
- The amount due, lien amount and response deadline are placeholders for the attorney.

Delgado Whitfield PLLC
[ADD: firm street address]
[ADD: city, state ZIP]
[ADD: phone] · [ADD: email]

[ADD: date]

VIA [ADD: delivery method]

Harold Pemberton and June Pemberton
2271 Saguaro Wash Road
Coyote Flats, Arizona [ADD: ZIP]
[ADD: owners' mailing address, if different]

Re: Notice of Intent to Record Mechanic's Lien. Desert Mesa Framing Inc. Property: 2271 Saguaro Wash Road, Coyote Flats, Arizona. General Contractor: Castillo Brothers Construction LLC. Claim/account no. [ADD: claim or account number]. First furnishing April 2, 2025 [logs_and_preliminary_notice.pdf p.1]

Dear Harold Pemberton and June Pemberton:

Introduction

We represent Desert Mesa Framing Inc. ("Desert Mesa"), which furnished labor, lumber, sheathing, hardware and equipment for the construction of the single-family residence at 2271 Saguaro Wash Road, Coyote Flats, Arizona (the "Property") [framing_subcontract.pdf p.1]. The county assessor's records list you as the owners of record of the Property [logs_and_preliminary_notice.pdf p.1]. Desert Mesa has not been paid in full. This letter gives notice that, unless the amount due is paid as stated below, Desert Mesa intends to record a mechanic's lien against the Property.

The project

By a Subcontract Agreement dated March 10, 2025, Castillo Brothers Construction LLC ("Castillo Brothers"), as general contractor, engaged Desert Mesa to frame the residence and attached garage under the plans dated February 14, 2025. The scope included floor framing, walls, roof trusses set by crane, roof and wall sheathing, and blocking for cabinets and fixtures [framing_subcontract.pdf p.1]. The Subcontract identifies you as the Owner and Ironwood Community Bank as the construction lender [framing_subcontract.pdf p.1].

The subcontract price was $92,500.00, plus approved change orders [framing_subcontract.pdf p.1]. Change Order No. 1, dated June 18, 2025, added $4,850.00 for additional blocking and hold-down hardware at the great room beam, and was approved by Luis Castillo of Castillo Brothers [framing_subcontract.pdf p.1]. Desert Mesa was to invoice monthly, and Castillo Brothers was to pay each invoice by the 15th of the following month. The Subcontract states that payment to Desert Mesa is not conditioned on Castillo Brothers receiving payment from the Owner [framing_subcontract.pdf p.1].

Legal description of the Property: [ADD: legal description of the property]. Assessor parcel number: [ADD: parcel number].

Work and materials furnished

Desert Mesa's records show the following [logs_and_preliminary_notice.pdf p.1]:

- April 2, 2025: first lumber delivery received and floor framing began.
- May 12, 2025: roof trusses set by crane.
- June 24, 2025: framing complete and ready for inspection.
- June 26, 2025: framing inspection passed; Desert Mesa's crew completed punch list items. This was the last day of labor on site.
- July 1, 2025: Delivery Ticket No. 8817 records delivery to the Property of 24 hold-down anchors and 6 boxes of structural screws for the Change Order No. 1 blocking.

Last date of furnishing labor or materials: [ADD: confirm last date of furnishing].

Amount owed

Desert Mesa's account statement as of November 12, 2025 shows the following [invoices_payments_waivers.pdf p.1]:

Invoice	Date	Amount	Paid	Balance	Source
INV-2041 (framing progress)	April 30, 2025	$38,000.00	$38,000.00 (May 15, 2025)	$0.00	[invoices_payments_waivers.pdf p.1]
INV-2057 (framing progress)	May 31, 2025	$41,500.00	$20,000.00 (June 20, 2025)	$21,500.00	[invoices_payments_waivers.pdf p.1]
INV-2066 (framing completion and punch list)	June 30, 2025	$13,000.00	$0.00	$13,000.00	[invoices_payments_waivers.pdf p.1]
INV-2071 (Change Order No. 1)	July 3, 2025	$4,850.00	$0.00	$4,850.00	[invoices_payments_waivers.pdf p.1]
Total (as read from the bills)		$97,350.00	$58,000.00	$39,350.00	[invoices_payments_waivers.pdf p.1]

Total (as read from the bills): billed $97,350.00; paid $58,000.00; balance due $39,350.00.

Desert Mesa has requested payment of the balance, and it remains unpaid [invoices_payments_waivers.pdf p.1].

Notice of intent to lien

If [ADD: amount due] is not paid by [ADD: response deadline], Desert Mesa intends to record a mechanic's lien against the Property for [ADD: lien amount] and to pursue its other remedies.

Required form and notice

Desert Mesa served a preliminary notice on April 8, 2025 by certified mail, return receipt requested, on you as owners, on Castillo Brothers, and on Ironwood Community Bank. The notice stated an estimated total price of labor and materials of $92,500.00. The return receipts were signed by June Pemberton on April 11, 2025, by Castillo Brothers on April 10, 2025, and by Ironwood Community Bank on April 14, 2025 [logs_and_preliminary_notice.pdf p.1].

[VERIFY: Arizona statutory form, required content, notice period and delivery method for a notice of intent to lien]

[VERIFY: Arizona rule on preliminary notice and whether it was served]

[VERIFY: Arizona deadline to record the lien, measured from the last date of furnishing]

Please direct all communications about this matter to our office at [ADD: phone] or [ADD: email].

Sincerely,

Ramon A. Delgado
Delgado Whitfield PLLC

cc (via [ADD: delivery method]):
Castillo Brothers Construction LLC, Attn: Luis Castillo, 905 Ocotillo Trade Park Drive, Coyote Flats, Arizona [ADD: ZIP] [framing_subcontract.pdf p.1]
Ironwood Community Bank, 60 Mesquite Plaza, Coyote Flats, Arizona [ADD: ZIP] [logs_and_preliminary_notice.pdf p.1]
[ADD: other required recipients] [VERIFY]