

*(Prepared on your company letterhead)*

Dated:

To: (Customer)

Re: Vessel Name  
Official Number

**NOTICE OF INTENT TO FILE MARITIME LIEN**

Dear Sir:

Please be advised that we have contacted you numerous times concerning the outstanding balance on your account in the amount of \$\_\_\_\_\_.

Unless payment in full is received within seven (7) days of this notice, we will file with the United States Coast Guard Office of Documentation a Notice of Lien in the amount of \$\_\_\_\_\_.

This lien will become a claim against the above-named vessel and may subject it to being seized by the United States Marshal and sold to satisfy this claim. In addition, failing to resolve this matter and permitting the filing of this lien, may be in violation of the terms and conditions contained in your ship's mortgage.

This matter requires your immediate attention.

Sincerely,

Business Owner