[DATE]

Contact Name

Address

Address2

City

Zip/Postal Code

**RE: NOTICE OF INTENT TO EXERCISE WAREHOUSE LIEN BY AUCTION**

Dear [CONTACT NAME],

In accordance with [LAW OR CODE], we hereby give notice that our company has a lien upon property stored in our facilities by you, for your account, or in which you claim an interest, amounting to the sum of [AMOUNT] which is now due and described as follows:

[DESCRIBE]

The goods against which the lien of this company exists consists of [DESCRIBE] received on [DATE], as evidenced by our warehouse receipt under lot number [LOT #], issued in the name of [NAME].

We hereby demand that the amount of [AMOUNT] be paid in cash, or by money order or certified check on or before [DATE], and notify you that unless said claim is paid within the herein specified time, the goods will be advertised for sale and sold at Public Auction at our warehouse, or at the Public Auction house located at [ADDRESS] on [DATE], sale beginning at [TIME].

The proceeds of such sale shall be applied to the payment of the amount of the lien, including reasonable charges of notice, sale and advertisement. If there is a deficiency after said sale, you shall be held liable for said deficiency and judgement  may be entered against you.

No employee or agent of this Company has the authority to permit the release or withdrawal of any portion of the goods from a public auction sale upon receipt of a payment on account of less than the entire amount due, except by written agreement. The acceptance of a payment of less than the full amount due in the absence of a written agreement shall not constitute a waiver on the part of this Company to proceed with the herein described sale.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]