PRIVATE WORK BOND CLAIM NOTICE -- SUB-SUBCONTRACTOR

(reference Texas Property Code § 53.205 and § 53.206) (do not use on public projects)

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

[claimant's letterhead]
[date]
VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED # [name of bonding company] [address]
VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED # [name of original contractor] [address]
RE: \$[insert dollar amount] Amount Due from [insert name of party owing claim] [insert name of project] [address] [insert bond number, if known]
Dear[]:
The undersigned has a contract with [insert name of party owing claim], a [e.g., subcontractor] on the above-referenced project. The original Contractor on the project is: [insert name of original contractor].
Pursuant to that contract, the undersigned furnished labor and materials to the project during the month of [insert months during which the labor was performed or materials delivered] consisting generally of [insert description the labor performed or materials delivered].
Presently, there is an unpaid balance due and owing from [insert name of party owing claim] in the amount of \$[insert dollar amount]. Demand is made for immediate payment of the amounts due.
A copy of the undersigned's billing in its usual and customary form is enclosed.
Sincerely,
[name of sub-subcontractor]

[name], [title]

cc: via certified mail #_____
return receipt requested
[name of party owing claim]
[address]