

**PRIVATE WORK BOND CLAIM NOTICE -- SUBCONTRACTOR**

(reference Texas Property Code § 53.205 and § 53.206)

(not for use on public projects)

[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 bonding company]

[address]

RE:    \$[insert dollar amount] Amount Due  
      from [insert name of original contractor]  
      [insert name of project]  
      [address]  
      [insert bond number, if known]

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

The undersigned has a subcontract with [insert name of original contractor] with regard to the above-referenced construction project. Pursuant to the subcontract, the undersigned furnished labor and materials to the construction 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 original contractor] in the amount of \$[insert dollar amount]. Demand is hereby 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 claimant]

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

cc: via certified mail # \_\_\_\_\_,  
return receipt requested  
[name of original contractor]  
[address]