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]

[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]