

SECOND MONTH NOTICE

(reference Texas Government Code § 2253.047(c))

[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 prime contractor]

[address]

RE: \$ _____ due and unpaid from [party with whom you have your contract]
[name and/or description of project and address of project]

Dear [_____]:

[insert name of claimant] has provided labor and/or materials to your subcontractor, [insert name of subcontractor] on the [insert name of project] project, on which you are the prime contractor. There is now an account past due and owing of \$[insert dollar amount] for labor and materials furnished to your subcontractor generally described as [insert description of labor and materials] [OR] [as more fully set forth on the attached statements and billings sent to your subcontractor].

If this claim is not promptly paid, [insert name of claimant] will proceed to make its claim against you and your surety.

This notice is sent to conform with the requirements of the Texas Government Code, Chapter 2253 and so that you may have an opportunity to see that this unpaid account is paid in full.

[OPTIONAL: Claimant, in accordance with the Texas Government Code § 2253.026 hereby requests a copy of the payment bond provided by [insert name of prime contractor] on the above-referenced project.] [Note: In order for a request for a copy of the bond to be effective under § 2253.026, this letter must be accompanied by an affidavit stating that the facts contained in the notice of claim and request for a copy of the bond are true and correct. See form - Request for Copy of Bond and Contract – Form #STAT001.]

Sincerely,

[name of claimant]

cc: via certified mail #_____,
return receipt requested
[name of owner]
[address]

cc: via certified mail #_____,
return receipt requested
[name of party with whom Claimant has contract]
[address]