

## SECOND MONTH NOTICE

(reference Texas Property Code § 53.056)

[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 original contractor]

[address]

RE: Notice of Unpaid Account on [name of project]  
[address of project]  
Unpaid Claim [\$ ]

Dear [ ]:

[insert name of claimant] has furnished labor and/or materials to the above-referenced project under a contract with a subcontractor on the above referenced project, [insert name of subcontractor]. There remains due and owing \$[insert dollar amount claimed] for such labor and/or materials furnished to this subcontractor [optional - as more fully set forth on the attached statements and billings sent to this subcontractor] [OR] [If a billing statement is not attached, a general description of the labor and/or materials must be provided].

If this claim is not promptly paid, [insert name of claimant] will proceed to notify the owner of this claim and, if necessary, place a lien on the property. This notice is sent to comply with the requirements of § 53.056 of the Texas Property Code and so that you may have an opportunity to see that this unpaid account is paid in full.

Sincerely,

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[name of claimant]

cc: via certified mail # \_\_\_\_\_,  
return receipt requested  
[party with whom you have a contract]