

SPECIALLY FABRICATED MATERIALS NOTICE

(reference Texas Government Code § 2253.047(d))

[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: [name of project]
[address]

Dear [_____]:

NOTICE IS HEREBY GIVEN that [insert name of claimant], on [insert date], received and accepted an order from [insert name of person or entity ordering material] for specially fabricated items generally described as [insert description the specially fabricated materials] [OR] [as described on the attached order] for incorporation in a project known as [insert name of project] of which you are the prime contractor. This notice is sent in compliance with Chapter 2253.047(d) of the Texas Government Code.

The price agreed upon for said items is [insert written dollar amount] dollars (\$insert numerical dollar amount).

Sincerely,

[name of claimant]