

**SUB-SUBCONTRACTOR NOTICE LETTER
TO PERFECT MILLER ACT CLAIM**

[reference 40 U.S.C. § 3133(b)(2)]

[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 from [name of subcontractor]

 [name of project]

 [address]

Dear _____:

The undersigned has a direct contractual relationship with [insert name of subcontractor] on the above-referenced project. The undersigned performed labor or furnished or supplied materials on the above-referenced project to [insert name of subcontractor] consisting generally of [insert description the labor performed or materials delivered].

[\$[insert dollar amount] is due and owing from [insert name of subcontractor] for the material furnished or supplied or the labor done or performed and the undersigned makes a claim for said amount against you and your surety under the provisions of the Miller Act.

Sincerely,

[name of claimant]

cc: via certified mail # _____,

return receipt requested

[name of subcontractor]

[address]

cc: via certified mail # _____,

return receipt requested

[name of bonding company]

[address]