

# TEXAS STATE PUBLIC WORKS CLAIM NOTICE

(reference Texas Property Code § 53.233)

Use only if the governmental entity is not a municipality or a joint board created under Subchapter D, Chapter 22, Transportation Code and the contract is in not excess of \$25,000,; or if the governmental entity. is a municipality or a joint board created under Subchapter D, Chapter 22, Transportation Code and the contract is in not in excess of \$50,000.

[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 officials of the state or subdivision]

[address]

VIA CERTIFIED MAIL, RETURN

RECEIPT REQUESTED # \_\_\_\_\_

[name of prime contractor]

[address]

RE: Claim for \$[insert dollar amount] due from [insert name of prime contractor]  
[insert name of project]

Dear [\_\_\_\_\_]:

The undersigned has a [written/oral] subcontract with [insert name of prime contractor] on the above-referenced project. Under that subcontract, the undersigned delivered materials and performed labor for [name of prime contractor] consisting generally of [insert a description reasonably sufficient to identify the materials delivered or labor performed]. The materials and labor were furnished [insert the dates and places of delivery or performance] for use at the [insert a description reasonably sufficient to identify the project for which the material was delivered or the labor performed] project.

The undersigned's business address is as follows:

[name of subcontractor]

[address]

After all payments, lawful offsets, and credits known to the undersigned have been allowed, there remains due and owing \$[insert dollar amount] which is just and correct for which claim is hereby made.

Sincerely,

[name of claimant]

By: \_\_\_\_\_  
[name], [title]

SUBSCRIBED AND SWORN TO before me the undersigned authority this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which witness my hand and seal of office.

\_\_\_\_\_  
Notary Public in and for the State of Texas