

THIRD MONTH NOTICE

(reference to Texas Property Code §§ 53.056, 53.081 and 53.083)

[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 owner]
[address]

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: [\$_____ (optional: of which \$_____ is retainage, which will
become due upon completion of the work)]

Dear [_____]:

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

[Optional: Retainage in the amount of \$_____ has been withheld and is unpaid through [insert date].]

This claim has accrued under § 53.053 of the Texas Property Code and/or is past-due under the terms of the contract referenced above. Demand is hereby made under §53.083 of the Texas Property Code for payment of the amount set forth above.

This notice is sent to comply with the requirements of § 53.056 of the Texas Property Code, which requires that we advise you that if this claim remains unpaid, you may be personally liable and your property subjected to a lien unless payment is withheld from [insert name of original contractor] for the payment of this claim or unless the bill is otherwise paid or settled.

Sincerely,

[name of claimant]

cc: via certified mail #_____,
return receipt requested
[party with whom you have contract, if not original contractor]