**Notice of Non-Payment (Section 255)**

Date:

To:

Re:
     Job/Project Name                                                                 Job/Project Address

1) Please be advised that we have past due monies on the above project.

2) Please provide us with a copy of the Payment & Performance Bond.

3) Please advise what steps we need to take in order to file a claim against the bond.

Copies:

                                                                                By:

             Signature

            Company

              Address

              City, State Zip

               Telephone