**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