

Private Form #3 - PRELIMINARY NOTICE TO ORIGINAL CONTRACTOR

[Date]

_____(1)_____

Certified Mail
Return Receipt Requested

Re: Job: _____(2)_____
Owner: _____(3)_____
Location: _____(4)_____

Dear Sir:

We have furnished _____(5)_____ on the above job to your subcontractor, _____(6)_____. Our books show an unpaid balance due us on this job of \$ _____(7)_____ through the end of _____(8)_____.

We are giving you this notice in order to protect our rights under the mechanic's lien laws of Texas.

We wish to cooperate with both you and our customer in any way that would be helpful. Should you desire any additional information, please advise us.

Sincerely,

_____(9)_____
_____(10)_____

cc: _____(11)_____

* * * * *

- (1) Letter addressed to the original contractor under whom you are working sent certified mail.
- (2) Name of project.
- (3) Owner's name.
- (4) Address of job--street, city and state.
- (5) Indicate generally what has been furnished.
- (6) Your customer.
- (7) Amount due.
- (8) Date of last billing.
- (9) Your firm name.
- (10) Name and capacity of person signing letter.
- (11) Your customer.