

Private Form #5 - DEMAND FOR PAYMENT

[Date]

\_\_\_\_\_(1)\_\_\_\_\_  
\_\_\_\_\_

Certified Mail  
Return Receipt Requested

Dear Sir:

We have furnished \_\_\_\_\_(2)\_\_\_\_\_ to \_\_\_\_\_(3)\_\_\_\_\_, \_\_\_\_\_(4)\_\_\_\_\_ on the construction in progress on your property at \_\_\_\_\_(5)\_\_\_\_\_. We have not been paid the amounts due us for the month of \_\_\_\_\_(6)\_\_\_\_\_ in the amount of \$ \_\_\_\_\_(7)\_\_\_\_\_.

Demand is hereby made for the payment of our claim from funds withheld by you as owner.

Should you have any question concerning our claim or this notice, please advise us. We will appreciate being advised if there is a dispute as to our claim from the contractor.

Sincerely,

\_\_\_\_\_(8)\_\_\_\_\_  
\_\_\_\_\_(9)\_\_\_\_\_

cc: \_\_\_\_\_(10)\_\_\_\_\_  
\_\_\_\_\_ (11) \_\_\_\_\_

\* \* \* \* \*

- (1) Letter addressed to the owner of the property being improved sent by Certified Mail
- (2) Indicate generally what has been furnished.
- (3) Name of the person to whom you furnished goods or labor.
- (4) Indicate status of the person to whom you furnish, such as "contractor or "subcontractor"
- (5) The address of the job, street, number and city.
- (6) Indicate the month during which work was done for which payment has not been received.
- (7) The amount due.
- (8) Your company.
- (9) Person signing letter and capacity.
- (10) Send copy to general contractor.
- (11) Send copy to your customer, if other than the general contractor.