

Your Company  
Address Line 1  
Address Line 2  
City, State Zip  
[www.webaddress.com](http://www.webaddress.com)



[Date]

Name  
Address Line 1  
Address Line 2  
City, State Zip

RE: \_\_\_\_\_ v. \_\_\_\_\_

Bond#: \_\_\_\_\_

File: \_\_\_\_\_

Amount Due: \$0.00

To Whom It May Concern:

I am forwarding this letter to your attention regarding the above-entitled matter. As of this date, we request a claim be filed against the referenced bond on behalf our client, \_\_\_\_\_. This outstanding balance is for materials and service provided to \_\_\_\_\_ by \_\_\_\_\_ that remains unpaid.

Please see the enclosed documentation associated with these unpaid services, and contact my office when you receive this so may resolve this matter, accordingly.

Respectfully,

Signature