

90 DAY NOTICE OF NON-PAYMENT TO BONDING COMPANY

(Non-State Highway Projects)

[for parties not having a direct contract with the entity providing the bond]

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

TO: XYZ Bonding Co. *[Insert name of Surety Co. providing the bond, if you know it.]*

And

Principal *[Insert name of Contractor providing the Bond]*

And

[Insert name of Party you are contracting with]

And

[Insert name of Governmental Unit Owner]

FROM: *[Insert your company name and address]*

RE: *[List Principal and bond number if you have it, and the name and address of the Project]*

To Whom it May Concern:

The purpose of this Notice is to let you know that we, ***[insert your company name]***, have a subcontract, supply and/or vendor relationship with ***[insert company who you have a contract with]***, to supply labor, material and/or services for the following Project: ***[identify the Project]***. Our last date of supplying labor, material or services was ***[insert date – before the expiration of 90 days]***. We have not been paid in full and are currently due the amount of \$_____. In the event of non-payment, we will be looking to your bond for payment.

This Notice is provided to you pursuant to MCLA 129.207, as revised. If you have any questions, please feel free to call.

Very truly yours,