

**NOTICE TO CONTRACTOR**

**Prime Contractor:**  
(Name & Address)

**Notifying Party:**  
(Name & Address)

**Prime Contractor's Surety:**  
(Name & Address, or "unknown" if unknown)

**Materials / Labor Furnished:**  
(Describe materials & labor furnished)

**Public Entity:**  
(Name & Address)

**Public Works Project:**  
(Identify the Public Works Project)

**Hiring Party:**  
(Name & Address)

**Amount Being Claimed:**  
\$ \_\_\_\_\_

Notice Continues on Following Page

Please be advised that the above-identified **Notifying Party** has delivered materials, suppliers, labor and/or provisions, as above-described and otherwise, for the use on the **Public Works Project** above-identified. The name of the subcontractor or agent ordering or to whom the services, labor, materials, suppliers and/or provisions were furnished is above-identified as the **Hiring Party**.

The Notifying Party remains unpaid for the Materials / Labor Furnished in the amount above-identified as the **Amount Being Claimed**. Please accept this Notice of the Notifying Party's claim for this amount against you and your bond, and any other parties / remedies allowed under Virginia law.

**Request for Information**

The Notifying party further declares that they have or will commence to deliver labor and/or materials to the above-identified Public Works Project, and hereby request a copy of the payment bond, if any, and the surety's mailing address, if not identified or misidentified in this notice. Please forward a copy to the Notifying Party at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed by: \_\_\_\_\_  
Authorized Representative of the Notifying Party

**PROOF OF SERVICE AFFIDAVIT**

I, \_\_\_\_\_, declare that on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I served copies of the attached Notice to Contractor to the following parties:

Prime Contractor

Hiring Party

Public Entity

Other

I served the attached document:

By personally delivering the notice to the identified parties;

By First Class Certified Mail service, postage prepaid, and addressed to the party identified herein  Return Receipt Requested  Restricted Delivery

I declare under penalty of perjury that the foregoing is true and correct.

Dated: \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Signed by: \_\_\_\_\_  
Authorized Representative of the Notifying Party