### [Your Company’s Name]

**[Your Address]**

**[City, State, Zip]**

[DATE]

### *Via Certified Mail: [Certified Mail Tracking Number]*

[**Name of Contractor**]

[**Owner Street Address**]

[**City, Town, Zip]**

***Via Certified Mail: [Certified Mail Tracking Number]***

[**Name of Bonding Company**]

[**Owner Street Address**]

[**City, Town, Zip]**

***Via Certified Mail: [Certified Mail Tracking Number]***

[**Name of Public Owner**]

[**Owner Street Address**]

[**City, Town, Zip]**

*Re: Pre-Claim Notice on Retainage and Bond No.: \_*

To: All above addressees:

Notice is hereby given that the undersigned is furnishing [**Describe Material to be Supplied**] at the request [**Name of Person who Hired you to Supply Material**].

You are further notified that a claim against statutory retained percentage held, pursuant to RCW 60.28 *et seq.,* and the Payment Bond taken from the above referenced Prime Contractor and Bonding Company, pursuant to RCW 39.08 *et seq.*, for **[Describe Material to be Supplied]** in connection with the project known as **[Project Name]** owned by [**Name of Public Owner**].

Dated this \_\_\_\_ day of \_\_\_\_\_\_, 20\_\_.

By:

 Printed Name:

 Its: