### [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 Public Owner**]

[**Owner Street Address**]

[**City, Town, Zip]**

*Re: Notice of Claim on Retainage for [Insert Project Name]*

To: **[Name of Contractor]** and all other addressees:

Please take official notice that the undersigned has a claim in the sum of $\_\_\_\_\_\_\_\_\_\_\_\_, exclusive of attorney fees, costs and interest, against the retainage fund, pursuant to RCW 60.28 *et seq.*, for **[Description of Subcontracting Services**] furnished in connection with the project known as **[Project Name]** owned by [**Name of Public Owner**].

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

 By:

 Printed Name:

 Its: