Date

(Company President’s Name)

(Prime Contractor Name)

(Address)

Re: (Contract ID), Certified Payrolls, Delinquent Notice 1

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Your (company/subcontractor) performed work on (Contract ID) during the week(s) ending (\_\_\_\_\_\_). As of (3 weeks from the date work was started) certified weekly payrolls have not been received for the work performed by your (company/subcontractor name) and are classified as delinquent. Payment has been suspended for the work items performed by your (company/subcontractor, name). If certified weekly payrolls remain delinquent after 30 calendar days from the receipt of this notice, non-compliance damages will be assessed retroactive to the date this notice was received. Payment for work items performed by your (company/subcontractor, name) will continue to be suspended until complete and accurate certified payrolls are current and received by this office.

Sincerely,

Name Construction Engineer

(Name of company, agency or TSC)

Sent by certified mail receipt requested or other method which establishes the date received by the prime contractor

cc: Subcontractor (by regular mail if needed)

cc: Region coordinator for prevailing wage