

**VIRGINIA §43-11 NOTICE**

SUPPLIER CORPORATION  
1000 Easy Street  
Somewhere, State

To: **PROJECT OWNER**

By: Certified Mail # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

To: **PROJECT GENERAL CONTRACTOR**

By: Certified Mail # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

We at Supplier Corporation are pleased to announce that we have been awarded the subcontract from Excavating Subcontractor, Inc. or General Contractor, Inc. to supply the \_\_\_\_\_ project, including the following labor or materials: \_\_\_\_\_. We are pleased that Excavating Sub and General Contractor have the confidence in us to perform this contract. Please contact Excavating Sub, General Contractor or this company immediately if you have any questions or problems with the material supplied.

We have every expectation that the Excavating Subcontractor, Inc. will fully perform its contract with us. Our contract is in the amount of \$\_\_\_\_\_, however, and you should be aware that our company has a probable potential claim in this dollar amount. This Notice is sent pursuant to Section 43-11 of the Code of Virginia, which provides that you may be held responsible and legally liable for this account if you do not see that further payments are applied to the account of Supplier, Inc. Please call with any questions. We look forward to working with you.

Sincerely,

Supplier Corporation