(Date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTICE OF PAYMENT**

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

[First Tier Subcontractor]

[Address]

[City, State, Zip]

**RE: Notice of Payment**

Project: \_\_\_\_\_\_\_\_\_

Amount: \_\_\_\_\_\_\_\_\_

Dear Sir or Madam:

Please see enclosed for a check in the amount of $ \_\_\_\_\_\_\_\_. This payment is:

* For the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ project;
* Is being made on the date of this letter; and
* Is for payment of your work for the following period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

By copy of this letter to [Second-Tier Subcontractor] this letter is serving as our Notice of Payment pursuant to N.C. Gen. Stat. § 44A-23(b)(1)(b).

Yours very truly,

[General Contractor]

ND: 4822-0455-5034, v. 1

Enclosures

cc: [Second-Tier Subcontractor]

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

First Tier Subcontractor

(Address) \_\_\_\_\_\_\_\_\_\_\_

(City, State, Zip)\_\_\_\_\_\_