

**DATE:** [Date]

**TO:**

[Name of Insurance Company/Surety]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**RE: DEMAND FOR PAYMENT UNDER BID BOND**

**Bond Number:** [Bond Number]

**Principal/Bidder:** [Name of the Company that bid]

**Obligee:** [Your Company/Organization Name]

**Project Name:** [Project Title/Reference Number]

To Whom It May Concern,

This letter serves as a formal demand for payment under the above-referenced Bid Bond.

The Principal, [Name of Bidder], submitted a bid for the project titled "[Project Name]" on [Date]. In accordance with the bidding documents, the Principal was declared the successful bidder and was officially awarded the contract on [Award Date].

However, the Principal has failed to fulfill its obligations as required by the bid conditions. Specifically, the Principal has failed to:

- [Enter reason: e.g., Execute the written contract within the specified timeframe.]
- [Enter reason: e.g., Furnish the required Performance and Payment Bonds.]

Pursuant to the terms of the Bid Bond, we hereby demand immediate payment in the amount of \$[Dollar Amount], which represents [percentage, e.g., 5% or 10%] of the total bid price, or the difference between the Principal's bid and the next lowest acceptable bid.

Please remit payment via [Check/Wire Transfer] to [Your Company Name] within [Number] business days of receipt of this demand.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]