

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Address Line 1
Address Line 2
City, State Zip Code

**CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

Re: Name
Address Line 1
Address Line 2
City, State Zip Code

Dear Name:

Our firm represents Name. She has forwarded to me your recent demand letter for reply.

Please be advised that Name has no intention of paying the remaining balance due on her painting contract with you until the problem with the two-toned paint is corrected. Your agreement with Name specifically provided that the balance would be paid when she was satisfied with the paint job. She is not satisfied because the paint cut in around the trim is a different shade than the paint on the other portions of stucco. Name did not bargain for a two-toned paint job and will not accept one.

While Name recognizes that you have made attempts to correct this problem, your efforts have not been completely successful. Contrary to your assertion, simply cutting in the paint and then rolling in on "just like normal" does not mean that you have done your "part". Your obligation is to provide Name with a paint job with which she is satisfied. Having two different shades of pain on the cut in area and the rolled on area does not satisfy your obligation to her. Moreover, the fact that you may have come down on your price before Name agreed to allow you to do the work or that you may have agreed to perform some additional work at no additional compensation is simply irrelevant. The fact remains that there is a difference in the shade of the paint and Name is not satisfied with these results.

To this point, Name has been patient in giving you an opportunity to correct the problem. However, Name does not intend to allow this matter to drag on indefinitely. Therefore, you are hereby notified that if the problem regarding the two different shades of paint

Sample Letter Auto Reform

Jessica J Manson



Sample Letter Auto Reform:

Unveiling the Magic of Words: A Report on "**Sample Letter Auto Reform**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Sample Letter Auto Reform**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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