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 stacco. 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. Moveover, 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

Zhe Xu

Sample Letter Auto Reform:

Automobile Insurance Reform and Cost Savings United States. Congress. Senate. Committee on Commerce,1971

Automobile Insurance Reform and Cost Savings, Hearings Before United States. Congress. Senate. Commerce,1971

Toyota Gas Pedals United States. Congress. House. Committee on Oversight and Government Reform,2010 S. 625,

the Auto Choice Reform Act United States. Congress. Senate. Committee on Commerce, Science, and Transportation,1999

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Freedom of Information Reform Act United States. Congress. Senate. Committee on the Judiciary. Subcommittee on
the Constitution,1984 Standards for No-fault Motor Vehicle Accident Benefits Act United States. Congress. Senate.
Committee on Commerce, Science, and Transportation,1977 Unfair and Deceptive Acts and Practices Jonathan A.
Sheldon,2000 Abstracts of Reports and Testimony,1995 Automotive News,2002

Decoding Sample Letter Auto Reform: Revealing the Captivating Potential of Verbal Expression

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