

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

<date>

<Name>  
<Address>  
<Address>  
<Address>

Re: \_\_\_\_\_

Dear \_\_\_\_\_ :

I apologize for the delay in responding to your \_\_\_\_\_, 20\_\_\_\_\_ letter. Unfortunately, my client and I have had a difficult time getting together to discuss this matter.

As you might imagine, my client vehemently denies all allegations to the effect that \_\_\_\_\_ was overpaid on any of the jobs performed on behalf of \_\_\_\_\_. In fact, my client believes that there are additional amounts which he has not previously demanded for "extras" and other similar additional work done on several jobs. Based on our current calculations, we believe \_\_\_\_\_ owes \_\_\_\_\_ approximately \$ \_\_\_\_\_.

With all due respect, we do not believe that a meeting of the parties will be beneficial. Quite frankly, I believe that \_\_\_\_\_ is being less than candid about his debts to my client and the parties' positions on the work performed and the amount owed are so far apart that I believe little or nothing would be accomplished. Both my client and I are of the opinion that \_\_\_\_\_ has no intention in honoring his just debts. I doubt anything either my client or I could say would persuade him to the contrary. Therefore, we believe that the best alternative would be to set this matter for trial and expend our persuasive efforts on the jury.

Please consult with your client to determine if he is willing to pay the \$ \_\_\_\_\_ demanded in my client's Complaint. If he is not willing to do so, then I would appreciate you filing an answer by \_\_\_\_\_, 20\_\_\_\_\_. In the meantime, I will contact the court about the earliest possible trial date and will be in touch with you regarding your availability.

Should you have any questions or desire to discuss this matter, please do not hesitate to contact me.

Sincerely,

BY:

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