

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re: vs.

Dear :

Our firm represents . Our client has requested that we respond to your letter of .

It is our client's position that the amount set forth on the invoices submitted are not the responsibility of our client under the rental agreement. In particular, our client disputes the invoice in the amount of \$. According to my client, this invoice is for head repairs necessitated by action or inaction on the part of your clients.

In consulting with my client on this matter, it would be most helpful if you would forward to me a copy of the rental agreements and specify for me the provisions of the agreement which contend that make my client liable for the items specified on the invoices. Also, I would like for you to provide me with the breakdown of the services and/or parts provided by which resulted in the \$ charge on the invoice.

Please forward the rental agreements and other documents within two (2) weeks of your receipt of this letter. In the meantime, should you have any questions or desire to discuss this matter, please do not hesitate to call.

Sincerely,

BY:

/
cc: