

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

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Demand for Refund of Faulty Work

Dear :

I recently hired your company to repair the leaking roof on my home. However, within the past two weeks, during 3 rainstorms, my roof still leaks. I contacted you twice after the first rainstorm occurred and I allowed you the opportunity to correct the problem - obviously, you did not. Therefore, I am requesting a full refund for the faulty work performed by your company.

Thank you for your prompt attention to this matter.

Sincerely,

N A M E