

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

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

Re: Recommendation against Repair

Dear :

After thoroughly checking your radio, I must recommend against repairing it. The radio is extremely old and the parts to repair it are virtually nonexistent. I would suggest simply replacing the older model with a new one. I have many new models I can show you when you return to pick up your radio.

I look forward to speaking with you.

Sincerely,

N A M E