

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

D A T E

CERTIFIED MAIL-RETURN RECEIPT REQUESTED

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

Dear :

Our firm represents . As you know, the canceled their contract with your company during the five (5) day recession period. According to our records, your company received the notice on . The contract clearly provides that all sums paid will be refunded within thirty (30) days of your receipt of the cancellation notice. In accordance with your conversation with , the "pink" copies of the contract documents are enclosed herewith.

Please be advise that on behalf of our clients we demand STRICT compliance with contract terms regarding refunds. If the amount due the is not refunded on or before , we have been instructed to proceed immediately with any and all legal actions possible against your company, including, but not limited to, breach of contract, punitive damages and attorney fees.

We consider this a very serious matter which demands your immediate attention. We look forward to receiving prompt evidence of the required refund.

Sincerely,

By:

cc: