

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

Date

Name

Address Line 1

Address Line 2

City, State Zip Code

Dear Name:

Our firm represents Name. We have been retained by Name in regard to the contract between them and your company for renovations to their home at Address, City, State, Zip Code.

As you know the agreement was entered into on or about Date. It was understood at the time the agreement was entered into that the project could be completed within two to three weeks of good weather. More than sufficient time has passed for your company to be able to complete the project. Despite repeated demands by the Name that the project be completed and your repeated promises to "finish it up next week", the job remains incomplete. According to my clients, a number of items including the following have not been completed: electricity, plumbing, braces for back, trim in garage, driveway, walk and porch need acid treatment, insulation and ceiling, closing hole over garage, and stripping overhang to be fixed with siding, steps that walk in front door, trim with siding on garage opening. Although my clients have been accommodating and gracious in the past, you have stretched their patience to the limit and strict compliance is required from this point forward.

Please be advised that if the project is not totally completed to the satisfaction of the Name within 10 days from the date of this letter, we have been instructed to institute legal proceedings against you and your company which will include damages for the inconvenience suffered by the Name as well as attorney fees and any cost incurred in hiring other contractors to complete the unfinished work.

This is a serious matter which requires your immediate attention. Take immediate action if you desire to avoid legal proceedings.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BY: