

SAMPLE LETTER TO REQUEST TO BE PAID FOR REPAIRS

Date _____

Dear _____,

As discussed with you by email on [date] and by phone call on [date], I am following up to request that I will be reimbursed for the below listed repairs:

[Specific list of each issue]
[Including repairs done]
[Cost and contractor hired]

Thank you for your prompt attention to this matter. I request that this is resolved by [date]. After this date, all legal rights will be explored, including, but not limited to, small claims court.

If you need additional information, please email me [email@address] or call me at [phone number].

Sincerely,

[Name]

[Address]

[Signature]