_____
(Date of Letter)

_____
(Contractor, etc.)

_____
(Street Address)

_____
(City, State and Zip Code)

RE: Home Repair

Attn: Contract Administrator

Dear Contract Administrator:

On the _____ day of _____ , an agreement was reached with your company for certain repairs to be made on my (our) home at the address listed below. These repairs include the following:

_____
(identify particular items for repair). It will be necessary for these repairs to be completed on or before the _____ day of _____. If it is not possible for the repairs to be completed on or before that date, it will be necessary for you to advise me immediately due to other matters I have scheduled subsequent to that date. If the scheduled repairs are not completed on or before that date, it will be necessary for there to be a contract adjustment and, in that regard, such an understanding between your company and the undersigned must be reached at this time. In other words, there will need to be a delay penalty or another contractor will need to be contacted since it is imperative that repairs be completed on or before the aforementioned date. Should the undersigned not hear from you within three days of the date of this letter, it will be my presumption that you were unable to effectuate the repairs as scheduled; therefore, another business will be contacted to perform the repairs in your place. Thank you for your immediate attention.

Very truly yours,

_____
(Signature)

_____
(Address)

_____
(City, State and Zip Code)

_____
(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.