

Legal Letter



July 1, 2025

Betina Jessen

Dear [Recipient's Name],

I am writing to bring to your attention a legal matter that requires your attention. On [date], I entered into a contract with your company, [Company Name], for the purchase of [product/service]. The terms of the contract stated that the [product/service] would be delivered to me by [date], and that it would be of [specific specifications].

However, I have yet to receive the [product/service] and upon receiving it, it did not meet the specifications outlined in the contract. I have attempted to resolve this issue through communication with your customer service department, but the issue remains unresolved.

I am therefore requesting that you take immediate action to fulfill the terms of the contract by [provide specific solution, such as delivering the correct product or issuing a refund].

Please be advised that if this matter is not resolved to my satisfaction within [time period, such as 14 days], I will have no choice but to take legal action. I hope that this can be resolved amicably and without the need for further action.

Sincerely, [Your Name]

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Clifford Lane



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