

## Letter to Recommend Against a Repair

**This package contains:**

1. Instructions & Checklist for a Letter to Recommend Against a Repair
2. Letter to Recommend Against a Repair

## Instructions & Checklist for Letter to Recommend Against a Repair

- This package contains (1) Instructions & Checklist for Letter to Recommend Against a Repair; and (2) Letter to Recommend Against a Repair;
- This form is designed to assist you in drafting a letter for when you wish to recommend against having a repair completed.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for contacting me to request my opinion on whether to repair [Broken Item].

After reviewing the item's condition and comparing it to the value of a new purchase, I must recommend against making the repair. Given the condition of your [Item], it makes little to sense to spend the money to fix it. A repair will cost approximately [Repair Cost] while a new [Item] sells for [New Item Price].

I hope this information is helpful. Should you have any questions or concerns regarding this matter, please do not hesitate to contact me. In the meantime, I thank you again for requesting my opinion.

Sincerely,

[Your Name]  
[Title]