

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name

Address

City, State Zip

Re: (project name or designation)

Dear _____,

This letter serves as final notice; if the conditions outlined in my letters of (date) and (date) are not addressed within five days, we will end our involvement in this project. Should such action become necessary, please keep in mind that we will require payment of expenses for dismantling our equipment and crews as well as payment for reassembling the two if and when we return to the project. These expenses are included in the list of possible charges outlined in the original contract.

While I regret that such steps may become necessary, we feel we have no option; present conditions demand that we take steps to protect our interests.

Sincerely,

Name

Title