

ABC CONTRACTORS

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

Date

Name

Address

City, State Zip

Re: (project name or designation)

Dear _____,

Please be advised that because of the problems I outlined to you in my letters of _____ and (dates), we have found it necessary to pull off of this project.

Please be further advised that we will require payment for both demobilization and mobilization expense before we can return to the project. This was stated explicitly in my letter of (date). You can find itemizations of these expenses on the schedule of values that we submitted to you prior to commencing the project.

Also be advised that we are seeking legal counsel on this matter, and that further actions regarding it may follow.

I am sorry that drastic steps are necessary, but we can not allow ourselves to be put at risk.

Sincerely,

Name

Title