
MONTH - DAY - YEAR

FROM: _____

**CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

TO: _____ LAST KNOWN ADDRESS

_____ OR
_____ ADDRESS ON CONTRACT

Dear _____:

You received from us an advance of funds in the amount of \$ _____ to perform certain construction, namely _____. This work has not been done in accordance with our agreement/contract. You have failed or refused to perform such promise/contract and also failed to substantially make good the advance that you received.

You have fifteen-(15) days from this request to return that advance in full. Thereafter, the authorities will be asked to proceed with such legal process against you as set forth in Virginia Code §18.2-200.1.

Very truly yours,

(WRITER MUST MAKE AND KEEP AN EXACT COPY OF THIS LETTER)