

101 LEGAL LETTERS



Business Associates Inc.

www.giveawaylegalforms.com

ABOUT THIS PUBLICATION

This publication provides entrepreneurs and small business owners with a comprehensive set of legal letters. It has been designed to cover legal areas you face in day-to-day business. These letters can be used in those circumstances, which are described by their clear wording, content, and outline. All legal letters can be readily adapted to suit specific business needs and situations. Technical legal jargon has been eliminated whenever possible and replaced with easy-to-understand plain English for simplicity of use and readability.

All letters listed in the “*101 Legal Letters*” publication can be quickly re-typed on business letterhead or simply printed direct from your computer. To use a letter simply type the text verbatim and where instructed, add relevant details including name(s), address, dollar amount, etc.

The proper and careful use of these legal letters will provide the small business owner with the opportunity to save a considerable sum of money in legal costs over the course of the life of their business. Each legal letter complies with current State/Federal law. Moreover, these letters will provide the business owner with a cost-effective way to avoid any misunderstandings about “what was or what was not” intended in a certain situation or business transaction.

Important: After using this publication you may wish to compose your own letters to suit special needs or circumstances in your type of business. If in doubt as to whether a particular legal letter (in this publication) will work in a specific application, please consult the advice of a professional person.

Business Associates Inc.

This is NOT a FREE Book!

Unauthorized redistribution, reprint or use is prohibited.
For extra copies at **\$19.95** please order online at
<http://www.giveawaylegalforms.com/>



101 Legal Letters

BUSINESS ASSOCIATES INC.

“Professional Business Consultants”

All rights reserved. You may not: (a) Sell, rent, duplicate, place on the World Wide Web BBS, or integrate the information in this publication in whole or in part on an Internet web site. (b) Transfer or grant any rights of use in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system to another person or entity. (c) Modify, translate, create derivative works based on, and copy the information in this publication for any other purpose outside of the terms of sale. Breaches of said terms would result in vigorous legal action to the full extent as permissible under local, State, and Commonwealth law.

Business Associates Inc. is dedicated to providing up-to-date and accurate legal information to the public. All Business Associates Inc. publications are periodically revised to contain the most up-to-date business and legal information.

2nd Edition; Release Date – March 2012

This publication is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher and author are not engaged in rendering accounting, or other professional services. If personal legal advice, technical, or other expert assistance is required, the services of a competent professional person should be sought.

DISCLAIMER

Because of possible unanticipated changes in governing statutes and case law relating to application of any information contained in this publication, the author, publisher, and any and all persons or entities involved in any way in the preparation, publication, sale, or distribution of this publication disclaim all responsibility for the effects or consequences of any use or action taken in reliance upon information contained in this publication. No representations, express or implied, are made or given regarding the legal consequences of the use of any information contained in this publication. Purchasers and persons intending to use this publication for the preparation and execution of any business letter are advised to check specifically on the current applicable laws in any jurisdiction in which they intend the information to be effective.

Business Associates Inc. | © 2012 All Rights Reserved
AgreementsPro™ is a trademark of Business Associates Inc.

TABLE OF CONTENTS

Acceptance of order [delivery in lots]	6
Accepting return of defective goods	7
Acknowledgment of product for evaluation	8
Acknowledgment of receipt of letter	9
Additional information for loan application	10
Advise customer of delay	11
Agreement to extend debt payment	12
Agreement to compromise debt	13
Announcement of new business	14
Announcement of new line of products	15
Announcement of new sales representative	16
Apology for delay	17
Apology for late payment [payment enclosed]	18
Apology for late refund	19
Apology for poor service	20
Apology for shipment in excess of order	21
Assignment of a claim for damages	22
Back order arrived [please arrange pick up]	23
Back order arrived [please telephone]	24
Cannot fill order	25
Cannot ship order [no letter of credit]	26
Charge account [change of address/maiden name]	27
Charge accounts [credit limit increased]	28
Charge account terms & conditions	29
Change of date of meeting	30
Change of billing address	31
Cheque returned non sufficient funds	32
Confirmation of agreement	33
Confirming time for interview	34
Congratulations for good suggestion	35
Congratulations on company expansion	36
Credit card has expired	37
Delinquent account [to collection in 10 days]	38
Demand for delivery	39
Discount offer for early payment	40
Discontinued model [no longer available]	41
Documents enclosed for signature	42
Error in shipment of merchandise	43
Financing statement	44
Found source of problem	45
General letter of credit	46
General liability release form	47
Grant extension of time	48
Holiday greeting	49
Invitation to view new shipment	50
Instructions for return of damaged goods	51
Letter of irrevocable credit	52
Line of credit has been exceeded	53
Mail order merchandise	54
Merchandise no longer under warranty	55
No credit granted until account is paid	56

No record of return	57
No service provided [customer not at home]	58
Not interviewing job applicants at this time	59
Not stock line--special order only	60
Notice of COD terms and conditions	61
Notice of going out of business	62
Notice of change in company policy	63
Notice of new address	64
Notice of new business name	65
Notice of overdue account	66
Notice of price increase [due to payroll taxes]	67
Notice of price increase [due to raw material costs]	68
Notice of partner leaving business	69
Notice of private sale of collateral	70
Notice of special discount	71
Notice to cancel shipment of back ordered goods	72
Offering help due to illness	73
Overdue account [notify collection agency]	74
Order cannot be shipped (delinquent account)	75
Permission to use copyrighted material	76
Permission to use quote or personal statement	77
Photography release [persona]	78
Photography release [company]	79
Please verify the following account details	80
Rebuttal to incorrect credit history report	81
Refusal to lend company name for advertising	82
Rejection of counter proposal	83
Rejection of proposal/contract	84
Release information on your request	85
Request for associate to attend meeting	86
Request for bank check payments on loan	87
Request for certified copies of documents	88
Request for current advertising rates	89
Request for payment on service agreement	90
Request for permission to reprint editorial	91
Request for wholesale price list	92
Request information about product and policy	93
Request credit because of error	94
Request credit to be applied to account	95
Request refund for merchandise returned	96
Response to claim have lost merchandise	97
Response to liability claim	98
Settlement offer on disputed account	99
Start litigation unless payment received	100
Supplier demand for instructions	101

BOUNUS LETTERS

Thank you for your payment	102
Thank you for support in our campaign	103
Trade shows questionnaire	104
Unlimited Guaranty	105
Warm welcome to new customer	106