

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Contractor Name/Company Name]
[Contractor Address]
[City, State, Zip Code]

RE: DEMAND FOR REPAYMENT OF UNAUTHORIZED CONSTRUCTION DRAWS

Dear [Contractor Name],

This letter serves as a formal demand for the immediate repayment of funds withdrawn as construction draws for the project located at [Project Property Address], under the contract dated [Contract Date].

Upon review of the project accounts and construction progress, it has been determined that the following draw(s) were unauthorized:

- **Draw Date:** [Date] | **Amount:** \$[Amount] | **Reason:** [e.g., Work not completed/Materials not delivered]
- **Draw Date:** [Date] | **Amount:** \$[Amount] | **Reason:** [e.g., Lack of required inspections/No owner approval]

The total amount of unauthorized funds currently owed is **\$(Total Amount)**. These withdrawals constitute a breach of our written agreement, specifically section [Section Number, if known], which stipulates that draws are only to be released upon [Condition, e.g., completion of specific milestones].

You are hereby demanded to return the full amount of \$(Total Amount) to [Your Name/Company Name] no later than [Number of Days, e.g., 5 or 10] business days from the date of this letter.

Failure to repay these funds within the specified timeframe will leave me with no choice but to pursue all available legal remedies. This may include, but is not limited to, termination of your contract, filing a complaint with the [State] Contractor Licensing Board, and initiating a civil lawsuit to recover the funds, interest, and legal fees.

Please remit payment to the following address:

[Address for Payment Delivery]

Govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]