

Date: [Insert Date]

To:

[Name of Repair Shop/Manager]

[Address of Repair Shop]

[City, State, Zip Code]

Re: NOTICE TO CEASE ALL UNAUTHORIZED REPAIRS

Vehicle Information:

Year/Make/Model: [Insert Vehicle Details]

VIN: [Insert VIN Number]

License Plate: [Insert Plate Number]

Dear [Name of Contact Person or Shop Manager],

I am writing to formally demand that you immediately cease and desist all work, repairs, and labor on the vehicle described above.

It has come to my attention that your facility is performing services that were not authorized by me, either in writing or verbally. I did not provide consent for the following work currently in progress: [List specific unauthorized repairs].

As of the receipt of this letter, you are instructed to:

- Stop all mechanical and body work immediately.
- Refrain from ordering any further parts for this vehicle.
- Provide an itemized invoice for only the work that was previously authorized and completed up to this point.

I do not accept liability for the costs of any unauthorized labor or parts installed without my express permission. I intend to retrieve my vehicle on [Date] at [Time]. Please have the vehicle ready for release at that time.

Failure to comply with this request may result in further legal action, including reports to the Better Business Bureau and relevant consumer protection agencies.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]