

SAMPLE LETTER C

**For notifying builder of failure to return deposits or other payments**

Consumer's Name  
Address  
City, State, Zip Code  
Telephone Number

Builder's Name  
Address  
City, State, Zip Code

Date

**BY CERTIFIED MAIL**

**RETURN RECEIPT REQUESTED**

Dear Sir/Madam:

I am writing to formally notify you of my request that you return the following payments to me within a reasonable period of time.

[List all deposits or other payments made to the home builder that are required to be held in an escrow account or protected by a surety bond or irrevocable letter of credit under §§ 10-301 or 10-504 of the Real Property Article of the Annotated Code of Maryland to which you believe you are entitled and the reasons why you are so entitled].

Please be advised that if you do return these funds within thirty (30) days, I will be filing a claim with the Maryland Home Builder Guaranty Fund to seek recovery for the losses I have sustained as a result of your failure to do so.

Sincerely,

Your Name