

Mrs Hayes
49 Featherstone Street
London
EC1Y 8SY
United Kingdom

March 25, 2012

Mr Anderson
5 Oxford Road
Alesbury
HP19 3EQ
United Kingdom

Dear Mr Anderson,

I would like to summarize again known facts about your problem and give you advice what can be your next steps.

You told me at our last meeting that you had a contract with ferry company in which your duty was to create a website for them. You designed the website and you hired Glaptech to write a software programme for booking passage online. Glaptech deliver you software on time but you found out that it is full of unnecessary code. You asked ferry company for some extra week and you offered them 10% discount. They accepted your offer and give three extra weeks. You called immediatelly your cousin, programmer, to New York to fix the software. He fixed it but charged for it New York prices. In the end you mentioned the possibility that it can influenced your reputation.

Those facts I have recorded but if there is something you forgot to tell me, please send me a letter as soon as possible.

First problem can be fact that you didnt look for some cheaper local programmer to mitigate your damages. If the court considers that there is another programmer who could charged lower prices you may recover only what local programmer would have charged. You are entitled to get what you would have gotten if the cotract had been fulfilled. Another chance are consequential damages which are damages that flow from the result of the breach of contract. But the contract can't, waive consequential damages. Then we need to prove that Glaptech could foreseen tat you would have to give your customer a discount in case that their work was unsatisfactory and you should be able to recover 10% discount. But it shouldn't be problem. What will be more difficult is to show that Glaptech could have foressen that you would lose a customer.

Go throw it carefully and if you have any questions please ask me. I look forward to hearing from you.

Yours sincerely,

Mrs Hayes
Civil rights attorney

In formal letter we don't use abbreviations. (didn't)

You have there a lot of typing error.

Another chance are consequential damages. Not are but **is**

Glaptech could foreseen... **foresee**

I think that you summarized all important facts. So the letter corresponds to instructions.

There is a probable chance that in some my note is also mistake so I am sorry.