

SAMPLE REQUEST FOR REPAIR ORDER LETTER

VIA CERTIFIED MAIL

[DATE]

DEALERSHIP NAME

Attn: [GENERAL MANAGER'S NAME]

[ADDRESS]

Re: **Georgia Lemon Law – Demand for Repair Order**

Dear [GENERAL MANAGER'S NAME]:

I am writing to request documents that I am entitled to under Georgia's Lemon Law. I purchased my vehicle, [YEAR MAKE MODEL], on [DATE]. It is a "new motor vehicle" as defined by Georgia's Lemon Law, because it was purchased in Georgia as "new" with its original motor vehicle title being issued to me. O.C.G.A. § 10-1-782(15).

[DESCRIBE THE DATES ON WHICH YOU TOOK THE VEHICLE FOR DIAGNOSIS OR REPAIR]. I did not receive the repair order(s) that **is/are** required by O.C.G.A. § 10-1-783(d), which states:

Each time the consumer's new motor vehicle is returned from being diagnosed or repaired, the manufacturer, its authorized agent, or the new motor vehicle dealer shall provide to the consumer a fully itemized and legible statement or repair order containing a general description of the problem reported by the consumer; the date and the odometer reading when the vehicle was submitted for repair; the date and odometer reading when the vehicle was made available to the consumer; the results of any diagnostic test, inspection, or test drive; a description of any diagnosis or problem identified by the manufacturer, its authorized agent, or the new motor vehicle dealer; and an itemization of all work performed on the vehicle, including, but not limited to, parts and labor.

Please provide a repair order to me that contains the required terms on or before close of business on [DAY/DATE]. You can **scan/email/fax** the repair order(s) to me at [CONTACT INFORMATION]. If you have questions, I can be contacted at [TELEPHONE NUMBER].

Sincerely,