

**Name of Business or Retailer**  
**Road/Street**  
**Town**  
**County**  
**Postcode**

**Your house name/  
number**  
**Road/Street**  
**Town**  
**County**  
**Postcode**

**Date**

Dear Sir/Madam

**Supply of Goods and Services Act 1982 (as amended).**

I am writing to you in connection with the **(describe the type of work carried out)**

I have discovered a number of **(faults/problems)** that need to be rectified:

**List the known faults/problems**

Under the Supply of Goods and Services Act 1982 (as amended), I am entitled to expect work to be carried out using reasonable care and skill, and also any materials used should be of a satisfactory quality and fit for the purpose.

Because of these **(faults/problems)**, I now consider you to be in breach of contract.

I am therefore requesting that you make arrangements to come and inspect this work and make arrangements to have the necessary remedial work carried out as soon as possible.

I look forward to hearing from you within the next 7 days.

Yours faithfully

**Sign and print your name here**