

Name of business/owner
Number
Road/Street
Town
County
Postcode

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

Date

Dear Sir/Madam

I refer to my letter dated **give date** to which I have received no satisfactory response. I have enclosed a copy of the letter.

I must now give you notice that unless my complaint has been resolved by **insert date** you will leave me no alternative but to issue a summons in the County Court and sue for **give amount** compensation.

I therefore look forward to hearing from you before this date.

Yours faithfully

Sign and print your name here