

**Name of business/owner
Number
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 **description of the type of work carried out for example extension, fitting of double-glazing, repairs to vehicle.**

I have discovered a number of faults that need to be rectified:

List faults

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, 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