6. Letter Requesting Free Repair - Services

Your Name
& Address

Date ----------

The Owner/Company Secretary
The Company
Any Road
Anywhere X12 3YZ

Dear Sirs,

Supply of Goods and Services Act 1982 (as amended)

I am writing in connection with the supply and fitting of **description of service,** on the **date,** at a cost of **£……..** .

The following faults require attention: -

- **List**

In accordance with the Supply of Goods and Services Act 1982, I am writing to request that you make arrangements to return to my property and carry out the remedial work and/or repairs at no cost within the next fourteen days.

I look forward to hearing from you within the next fourteen days with a view to resolving this matter amicably.

Yours faithfully,
Sign and print your name here.

This is only a sample letter to give you guidance on what to write. You will need to substitute your own details at the appropriate places (shown in bold). Remember to keep a copy of your letter. Send it recorded delivery. Don't forget to sign it.