

7. Letter Advising Of Intention To Have Work Completed By Another Trader

**Your Name
& Address**

Date

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

Dear Sirs,

Supply of Goods and Services Act 1982 (as amended)

I refer to my letter to you dated **date** in relation to **remedial/repair work** required to **the product**. I enclose a copy of this letter for your information.

I note that I have received no reply from you with a view to the necessary work being completed. I write to give you notice that unless I receive your satisfactory proposals for resolving the matter within the next seven days, I will have no alternative but to seek estimates to cover the cost of repairs from other reputable traders.

If I do not receive payment in respect of the estimated costs, I give you notice of my intention to commence an action in the County Court. If this is necessary, I will also pursue a claim for interest and incidental costs.

I trust an amicable resolution can be achieved to avoid this action and look forward to hearing from you in this regard.

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.