

## 8. Letter Before Action – Remedial Costs

**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 previous correspondence in relation to this matter. I enclose a copy of the estimate from **name of company** for the **correction/completion** of the work required.

I look forward to receiving payment of this amount in full within the next seven days, failing which I give you notice of my intention to commence legal proceedings in the County Court without further notice.

If it is necessary to pursue this course of action, please note I will also pursue interest and incidental costs.

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.**