

## 15. Letter to Trader Requesting Delivery Making Time of the Essence

Name and Address

Date.

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

Dear Sirs,

**Sale of Goods Act 1979/Supply of Goods & Services Act 1982**

**Order No:** .....

On ..... I placed an order with you for ..... at a cost of £..... for which I paid £.....

[ It was agreed/understood that the order would be fulfilled by...../or within .....weeks] To-date the **goods have not been delivered/work has not been completed.**

Under the above Act you are required to **deliver the goods/complete the work** within a reasonable time. As ..... weeks have now elapsed since I placed the order, you have failed to fulfil this statutory requirement .

I am now making time of the essence. If you do not **deliver the goods/complete the work** by ..... I will hold you in breach of contract and will expect you to refund the money I have paid.

If you fail to refund my money I shall have no alternative but to issue a claim against you in the county court for recovery of the money together with interest and incidental costs incurred, without further reference to you.

I look forward to hearing from you within the next ..... days.

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.**