**Template letter-Services**

 *Your address*

 *Date*

*Business/persons name*

*Address*

*Subject*

*Order / reference number*

Dear

On (date) I contracted you to (describe the building work that was carried out) at a cost of £ , which was paid in full on completion (add date).

Since then, the faults listed below have become apparent: (list all the faults, defective materials used, delays and substandard workmanship as applicable)

1.

2.

3.

The law states that the work you carried out, is carried out with reasonable care and skill and within a reasonable time and the materials used are of a satisfactory quality. The work is unacceptable, and the materials are not of satisfactory quality for the reasons given above; you are therefore in breach of contract.

I have enclosed copies of (give details of documents, photos, etc).

I am happy for you to put it right and carry out the work again at no cost to me as I would very much like this resolved.

Please contact me within 14 days with a suggested timeline.