

To whom it may concern,

Re: Complaint about a service

I bought a {describe service} from you on {date}. I paid {amount}.

I now find the service have the following problems: {describe the issue}

Under the Supply of goods and service Act 1982 (as amended a service must be carried out with reason care and skill, within a reasonable time (where no time frame is agreed in advance) and for a reasonable cost of the cost agreed when making the contract, I therefore request that you provide a remedy for the situation in the form of damages.

In support of my claim, I have enclosed: {receipt, any reports or other evidence of the issue you have}.

Please respond within 14 days of receiving this letter.

Yours faithfully,