**[Your address]**

**[Trader address]**  
  
  
Dear,  
  
**[Reference: contract number]**  
  
I write further to my letter dated **[date]** regarding problems with the work carried out at the above property on **[date]**.  
  
I am disappointed that you have not contacted me to make arrangements for the remedial work to be carried out and as you will appreciate this matter must now be brought to a conclusion.  
  
As stated in my previous letter you are in breach of contract and I am entitled to request that you carry out the necessary remedial work.

I am prepared to allow you a further seven days to reconsider your position and to confirm that remedial work will commence within 14 days.

Should I not receive this confirmation I will be left with no alternative but to instruct another contractor to carry out the necessary remedial work.

Should you refuse to reimburse the sum incurred, I will have no alternative but to take a claim through the courts to recover this outlay from you.

In closing I hope that this course of action will not be necessary but as stated above, I must hear from you within the next seven days.  
  
  
Yours faithfully,