**[Your address]**

**[Trader address]**  
  
Dear,  
  
**[Reference: contract number]**  
  
On **[date]** you carried out the following work at the above property: **[details of items fitted]**.  
  
I have discovered the following problems: **[details]**  
  
The common law states that the work had to be carried out using reasonable skill and care.

Further, the Consumer Rights Act 2015 states that any goods supplied as part of the contract and any materials used must be of satisfactory quality, fit for their purpose and as described.  
  
For the reasons detailed above, you are in breach of contract and accordingly I would request that you contact me to make arrangements to carry out the necessary remedial work.  
  
I look forward to hearing from you in the next seven days.  
  
Yours faithfully,