

The Owner
XYZ Furniture Company
High Street
Mytown
BS23 1ZZ

J Soap
100 Marsh Road
Mytown
BS23 2XX

01934 234234

17 December

Dear Sir/Madam,

I wrote to you on 21 November. I enclose a copy of that letter. I have not yet had a response.

I have given you reasonable opportunity to resolve my complaint. You have failed to do so.

Unless I hear from you within 7 days I will have to take court action. The costs of this action will be added to my claim.

Yours faithfully,

J Soap