

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

R >

We are writing to you to complain ab
relation to <<details of goods/service

£<< >> for the above invoice in

Your original <<estimate or quotation
for the <<details of goods/services>>
with you. [A copy of the original <<e

or £<< >>. This was a fixed price
n which we entered into a contract
enclosed herewith.

Your claim that the increase is due t
to inform you that this has no bearin
we would bear any additional costs
only for the original price shown in y

ctors>> is not acceptable. We have
time have we agreed with you that
contractual obligation is, therefore,
ion>>.

Please find enclosed a cheque for t

>>, in full and final settlement.

Yours sincerely

<<Name & Title>>
For and on behalf of <<Company Na

Enc. << >>

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