

Enquiry letter

To: (contractor's name and address)

From: (your name, address and phone number)

Dear Sir or Madam,

I intend to have the building work described below carried out.

If you are interested in being considered for the work, please let me know within the next 7 days so that we can arrange an appointment to discuss the details.

Many thanks,

Yours faithfully

Details of the work

Give a brief description, for example extension, alterations, repairs and so on.

Address where the work is needed.

Date the work should start by if possible.

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The terms and conditions which will apply are set out in the Building Contract for a home owner/occupier who has not appointed a consultant to oversee the work, issued by the Scottish Building Contract Committee. Copies of this contract are available from www.scottishbuildingcontracts.com