

**XXX XXX XXXXX**  
XXX XXXXX XXXXX  
XXXXXXXXXX  
XXXX  
Cheshire  
SK14 XXX

01-06-09

Paul,

It seems that you have decided not to communicate with us for some reason. Hopefully this is not the case, because it is not the best way forward. The last I heard from you was on the morning of Tuesday 26th May. You said you would call me back when you arrived at your office - within an hour.

I heard nothing, and so I attempted to call you but got your answer phone. I then sent you a text which mentioned the downstairs bathroom didn't need skimming as it was to be tiled.

I attempted to call you once more, but again answer phone. I sent you a further text to inform you that I had completed the missing block work that Gary had mentioned on his Sunday visit, as I thought that may also influence his quote. I know that you certainly received the first text as Gary mentioned he had dropped the price by 100 when my wife spoke with him later.

I received a call from Gary on Monday morning 01 June. He said he had been able to contact you, apparently you had been on holiday, and that you would be contacting me when you arrived at your office. I am writing this letter the late evening 01 June, and will be sending it tomorrow, so I apologise if you have contacted me prior to you receiving it, but up to that point I am (was) still waiting for your call.

In the meantime, I have again been in communication with Gary, and I have asked if he can start the plastering downstairs - as I am paying for that anyway there seemed no reason not to.

The building inspector has been today - very eye opening, anyway the pre-plaster inspection has passed, the only two items he picked up on were the joists need nailing to the hangers, and there are no roof straps on the downstairs extension. Again, I will sort this work tomorrow prior to Gary plastering.

There is also a great deal of other outstanding work as you know, and I really don't want June to turn into another May, with only 9 days worked.

Our family holiday is in July, but with so much outstanding work, I am worried we may have to cancel. Therefore, time is of the essence, so can I ask you to complete all outstanding work by July 3rd 2009

Can I ask you to contact me as soon as you can, it is extremely important you do so, as this communication is very necessary to avoid any dispute which may arise due to misunderstandings.

Yours sincerely,

Mark XXXX