

[MI05 Trading Standard]

The Trading Standards
[Area Name] Local Authority
[Address]

[Date]

Dear Sir / Madame,

Re:

I am writing to ask that you investigate the following which I believe is acting in breach of trading standards as described below:

which I believe is described below:

[Delete as appropriate]

- Product safety:
- Consumer Credit
- Counterfeiting:
- Misleading Prices
- Weights and Measures
- Vehicle Safety:
- Overloaded Vehicles
- False Description
- Under Age Sales
- Failure to display
- Failure to comply

[Enter details]

I enclose evidence I have gathered. Please let me know if I can be of further help. I look forward to your response.

Let me know if I can be of further help.

Yours faithfully

[Enter Your Name]
[Enter Your Address]

