Our Ref: «WORKID»

Date: «CURRENTDATE»

Enquiries to: «OFFICERDESC»

Tel: 01473 264563

Email: imports@suffolk.gov.uk

«ADDR1»

«ADDR2»

«ADDR3»

«ADDR4»

«ADDR5»

«ADDR6»

«ADDR7»

«ADDR8»



Dear Sir/Madam

**Consumer Protection Act 1987**

**[Product specific legislation &/or standards as appropriate]**

**REGULATION 765/2008 ON ACCREDITATION AND MARKET SURVEILLANCE (AS AMENDED AND RETAINED TO APPLY IN GB)**

**CONSIGNMENT:**

|  |  |
| --- | --- |
| **HMRC Import Entry Number:** | **«REFERENCE5»** |
| **Unique Consignment Number:** | **«REFERENCE1»** |
| **Container Number:** | **«REFERENCE6»** |
| **Delivery Address:** |  |
| **Date of Sampling:** |  |

**SAMPLE:**

|  |  |
| --- | --- |
| **Sample Reference:** |  |
| **Sample Description:** |  |
| **Sample Brand/Model/Serial No:** |  |
| **Carton Number(s):** |  |
| **Total number of Cartons:** |  |
| **Total number of Pieces:** |  |
| **RESULT** |  |

I refer to my earlier notice regarding the above product sampled from your consignment, which was imported by you through the Port of Felixstowe.

The sample has been tested and has been found to be [unsafe/ non-compliant]. A copy of the test report is enclosed.

As the importer, you are responsible for ensuring that all the products you import comply with product safety legislation. We strongly advise that you quarantine any stock you currently hold of these products. **It is a criminal offence to supply an unsafe or non-compliant product.**

We highly recommend that you seek advice on achieving compliance with product safety legislation from your local Trading Standards Service which can be found at: <https://www.tradingstandards.uk/consumers/support-advice>.

The following website also provides useful advice for businesses on product safety laws: <https://www.businesscompanion.info/en/quick-guides/product-safety>.

A copy of this letter and the test report have been forwarded to the local Trading Standards Service.

Yours faithfully

«OFFICERDESC»

Import Surveillance Officer

Suffolk Trading Standards Imports Team

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