Our Ref: «WORKID»

Date: «CURRENTDATE»

Enquiries to: «OFFICERDESC»

Tel: 01473 264563

Email: [imports@suffolk.gov.uk](mailto:imports@suffolk.gcsx.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** |  |

The above product was sampled from your consignment, which was imported through the Port of Felixstowe.

The sample has been subject to a visual assessment and found to be [unsafe/ non-compliant]. Only goods that comply with product safety legislation may legally be supplied. The matters identified are as follows:

* [Insert reasons for assessment as unsafe/non-compliant].

Please note that this is not an exhaustive list and there may be other potential failures with the product. It is also important to note that the assessment was limited to the legislation listed.

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 has been forwarded to the local Trading Standards Service.

Yours faithfully

«OFFICERDESC»

Import Surveillance Officer

Suffolk Trading Standards Imports Team