**A POLITE WAY TO SAY NO TO THE JOB**

Dear Mr [e.g., Smith - MR, MRS or FORENAME]

Thank you for your enquiry regarding the works in your [e.g., garden - ENTER AREA OF WORK].

I am afraid to say with the extreme high volume of enquiries and work we have on at present we would be unable to come out to review for [e.g., 3 to 4 weeks - ENTER TIME PERIOD] and the diary is currently committed through to [e.g., June - ENTER MONTH] for projects.

Enquiries are the starting lifeblood of any business and we are reluctant to turn any away but, on this occasion, we suggest you would be better served with an alternative. You may wish to contact others on [http://www.safelocaltrades.com](http://www.safelocaltrades.com/) and, if you find that others are equally busy, then please contact Safe Local Trades on free phone 0800 014 1832 as they may be able to help put you in touch with other traders, under different categories on the website, who could carry out this work.

Apologies for not being able to assist on this occasion.

Thank you and kind regards

[YOUR NAME]

[COMPANY NAME]