

LETTER BEFORE CLAIM

To: _____

Address: _____

Claimant: _____

Address: _____

Dear Sir or Madam,

Background:

This Letter Before Claim is sent pursuant to the Pre-Action Protocols under the Civil Procedure Rules and serves as a formal notification of the Claimant's intention to initiate legal proceedings against you concerning the matter detailed herein.

Details of the Claim:

The Claimant alleges that the Defendant is liable for the breaches described below, resulting in loss and/or damage. The Claimant seeks full redress as outlined, including any associated costs and interests.

Nature of the Dispute:

The dispute arises from the following circumstances, which the Claimant contends constitute a breach of contract and/or statutory duty under English law. Specific details and supporting evidence will be provided upon request or at the outset of any formal proceedings.

Remedy Sought:

The Claimant seeks the following remedies: full payment of the outstanding sum, damages for losses incurred, interest pursuant to the Late Payment of Commercial Debts (Interest) Act 1998, and costs of this claim.

Response Required:

You are hereby requested to respond to this Letter Before Claim within 14 days of receipt, indicating whether you accept liability and/or intend to settle the claim. Failure to respond or to engage in meaningful discussions may result in the commencement of court proceedings without further notice.

Alternative Dispute Resolution:

The Claimant remains willing to consider alternative dispute resolution methods, including mediation or arbitration, to resolve this dispute without recourse to litigation, provided that such proposals are made within the response period.

Legal Costs:

Please be advised that the Claimant reserves the right to recover all reasonable legal costs and expenses incurred in pursuing this claim from the date of this letter forward, in accordance with the Civil Procedure Rules.

Confidentiality:

This letter and any related communications are intended solely for the named recipient and are confidential. Disclosure to third parties is prohibited except as required by law or with express consent.

Governing Law:

This Letter Before Claim and any related dispute shall be governed by and construed in accordance with the laws of England and Wales.

Yours faithfully,

Claimant's Signature

Defendant's Signature

Signature: _____

Signature: _____

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