

PRE COURT ACTION LETTER

Addressee Name: _____
Addressee Address: _____
Addressee City / Postcode: _____

Sender Information:

Full Name or Company: _____
Address: _____
Contact Number / Email: _____

Subject:

Formal Notice of Intent to Initiate Court Proceedings - Final Opportunity to Settle

Dear Sir/Madam,

We are writing to you in our capacity as legal representatives acting on behalf of our client. This letter serves as a formal notification of the outstanding matter detailed herein and a final invitation to resolve the dispute without recourse to formal court proceedings.

Background and Outstanding Obligations:

Our client has made numerous attempts to resolve the matter amicably and has exhausted all reasonable means of communication. Despite these efforts, the outstanding obligations owed by you remain unmet, which constitutes a breach of the relevant agreement and/or statutory duties.

Details of the Claim:

The sum of money and/or specific performance demanded is specified in the attached documentation. This claim arises from your failure to comply with contractual obligations, statutory requirements, or other lawful duties under United Kingdom law.

Legal Position:

Please be advised that our client is fully entitled under UK law to commence court proceedings to recover the amounts due and/or enforce specific remedies. The claim will be pursued in the appropriate court jurisdiction unless this matter is resolved promptly.

Opportunity to Settle:

In the interests of avoiding unnecessary litigation, costs and inconvenience to all parties involved, you are hereby given a final opportunity to settle this matter within the time frame stipulated below. Should you fail to respond or fail to make satisfactory arrangements, we will have no alternative but to initiate legal proceedings without further notice.

Consequences of Non-Compliance:

Failure to comply with this notice will result in our client seeking full legal remedies available, including but not limited to claims for costs, interest pursuant to the Late Payment of Commercial Debts (Interest) Act 1998, and enforcement

actions.

Response Required:

You must provide a written response to this letter within 14 days of receipt, indicating your intentions and proposals for settlement. All communication should be directed to the contact details provided above.

Reservation of Rights:

Nothing in this letter shall be construed as a waiver of any rights or remedies our client may have, all of which are expressly reserved.

Governing Law and Jurisdiction:

This letter and the matters to which it relates shall be governed by and construed in accordance with the laws of England and Wales. The parties submit to the exclusive jurisdiction of the courts of England and Wales.

Yours faithfully,

SENDER'S SIGNATURE

RECIPIENT'S ACKNOWLEDGEMENT

Signature: _____

Signature: _____

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