

CITIZENS ADVICE LETTER BEFORE COURT ACTION

Your Name: _____ Your Address: _____

Recipient's Name: _____ Recipient's Address: _____

Dear Sir/Madam,

RE: NOTICE OF INTENT TO COMMENCE COURT PROCEEDINGS - OUTSTANDING MATTER

We write to you regarding the above matter. Despite previous attempts to resolve this issue amicably, the outstanding matter remains unresolved. This letter serves as a formal notice under UK law that, unless the issue is satisfactorily addressed within a reasonable time frame, we intend to initiate court proceedings without further notice.

Details of the Outstanding Matter:

Please insert detailed description of the dispute, including all relevant facts, dates, and any previous correspondence or agreements related to the issue. Be clear and concise, ensuring all pertinent information is included to support your claim.

Legal Basis for the Claim:

The claim is based on the relevant provisions of UK law applicable to the dispute, including but not limited to contract law, consumer rights, or statutory obligations. This letter acts as a final opportunity to remedy the situation before formal legal action is taken.

What You Must Do:

You are required to respond to this letter and resolve the outstanding matter within the given timeframe. Failure to do so will result in the commencement of court proceedings without further notice, which may involve additional costs to you.

Possible Consequences:

If court proceedings are issued, you may be ordered to pay the amount claimed, as well as legal costs and interest. This could also affect your credit rating and may have other legal consequences.

Alternative Dispute Resolution:

You may consider resolving this dispute through alternative methods such as mediation or arbitration. If you wish to pursue this, please indicate so in your response.

Contact Details:

Please direct all correspondence regarding this matter to the undersigned at the address above or via the provided contact details.

Yours faithfully,

Signature: _____

Print Name: _____

Date: _____

SENDER'S SIGNATURE

RECIPIENT'S ACKNOWLEDGEMENT

Signature: _____

Date: _____

Signature: _____

Date: _____

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