

LETTER OF CLAIM

To: _____

Address: _____

Reference: _____

Subject:

Formal Letter of Claim pursuant to the Pre-Action Protocol for Debt Claims under the Civil Procedure Rules.

Dear Sir or Madam,

We act on behalf of our client and write to formally notify you of a claim against you pursuant to the applicable laws of England and Wales. This letter constitutes a Letter of Claim as required by the Pre-Action Protocol for Debt Claims and is intended to facilitate resolution without court proceedings.

1. Parties

Our client (the “Creditor”) and you (the “Debtor”) are the parties to this claim. Our client’s contact details and further particulars will be provided upon your request.

2. Background and Details of Claim

The claim arises from the following circumstances:

- Description of goods/services provided or contract entered into.
- The debt amount claimed: £_____.
- Details of invoices, payment terms, and any payments made.
- Attempts made to resolve the matter previously.

3. Legal Basis

The claim is made on the basis of breach of contract and/or statutory entitlements under applicable UK legislation, including but not limited to the Supply of Goods and Services Act 1982 and the Late Payment of Commercial Debts (Interest) Act 1998.

4. Amount Claimed

The total amount claimed from you is £_____, comprising:

- Principal sum: £_____
- Interest calculated at the statutory rate pursuant to the Late Payment of Commercial Debts (Interest) Act 1998: £_____
- Any applicable costs: £_____

5. Payment Request and Deadline

You are hereby requested to pay the full amount claimed within 14 days from receipt of this letter to avoid court proceedings. Please make payment to the following account or contact us to discuss payment arrangements.

Bank / Payment Details: _____

6. Consequences of Non-Payment

If you fail to pay within the specified time, our client may commence court proceedings against you without further notice. This may result in additional costs, interest, and enforcement action.

7. Alternative Dispute Resolution (ADR)

Our client is willing to consider reasonable proposals for resolving this matter without litigation, including mediation or negotiation. Please contact us promptly to discuss any such proposals.

8. Confirmation of Receipt

Please confirm receipt of this Letter of Claim within 7 days by contacting us using the details provided below.

9. Contact Details

Name: _____

Firm: _____

Address: _____

Phone: _____

Email: _____

Yours faithfully,

Authorised Signatory

Signature: _____

Date: _____

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