

Name of the company or individual

Date

FINAL LETTER BEFORE COURT CLAIM

RE: Insert reason for complaint

To whom it may concern:

Dear Name,

I note that you ignored my communication dated date in which I requested insert here

You also ignored my further communication dated date in which I requested insert here

This present communication is intended to be a final letter before court action pursuant of Practice Direction, Pre-Action Conduct and Protocols.

Insert here particulars of claim and total cost you seek to recover

At this stage I am prepared to accept the sum of £xyz as full and final settlement and waive other costs and expenditures, although these will be claimed at court stage should you decide not to comply with my request.

These costs will include:

1. Postal costs
2. Stationary costs
3. Compensation for time dealing with this matter
4. Statutory interests
5. Miscellaneous costs and expenditures

I reiterate that as a gesture of goodwill, at this stage I am prepared to accept £xyz and disregard other costs already incurred.

Should you decide to refuse my request I intend to rely on the following documents

in the subsequent court case:

1. XYZ
2. XYZ
3. Emails, letters and other written communication
4. Transcript and/or recordings of telephone calls
5. Any other evidence not yet identified

I refer to Practice Direction, Pre-Action Conduct and Protocols and in particular draw your attention to paragraphs 13 to 16 concerning the court's powers to impose sanctions for failure to comply with the Practice Direction.

Should you fail to positively respond within 14 calendar days to this letter before claim, I will have no other option than start legal proceedings without further notice and this may increase your liability for costs.

Regards

Insert your name and address

DO NOT SIGN THIS DOCUMENT