

Letter Before Action uk

Prepared with reference to the Civil Procedure Rules Practice Direction on Pre-Action Conduct and Protocols

1. SENDER, RECIPIENT AND DATE

Date:

From (Claimant):

Address:

To (Defendant):

Address:

RE: LETTER BEFORE ACTION

This letter is sent in accordance with the Practice Direction on Pre-Action Conduct and Protocols issued under the Civil Procedure Rules. It is intended to give you the opportunity to resolve this matter without the need for court proceedings.

2. SUMMARY OF THE CLAIM

The basis of the claim, and a concise summary of the facts, are set out below. Please treat this as a formal notification of a potential claim against you.

Nature of claim (e.g. debt, breach of contract, property dispute, professional negligence):

Summary of key facts relied upon:

Date(s) of relevant events:

Contract/reference (if any):

3. WHAT WE ARE ASKING YOU TO DO

We ask that you take the following action:

Action required:

Sum claimed (if any): £

Interest claimed (if any):

Response deadline (see Section 4):

4. TIME FOR RESPONSE

You should acknowledge this letter promptly and, in any event, respond substantively within the period stated above. The Practice Direction on Pre-Action Conduct generally expects a response within a reasonable period appropriate to the matter — in straightforward cases this is often 14 days, and in more complex cases up to three months may be reasonable before proceedings are issued. If you need more time to investigate this letter, you should say so and explain why within the period given above.

5. DOCUMENTS ENCLOSED

The following documents are enclosed in support of this claim, and should be reviewed as part of any response:

Enclosures:

6. HOW TO RESPOND

Please send your written response, together with copies of any documents you rely on and details of any counterclaim, to the address given in Section 1, or to the contact details below, by the deadline stated in Section 3.

Contact for response (email/telephone):

If you consider that alternative dispute resolution, such as negotiation, mediation, or another form of settlement, may help resolve this matter without proceedings, please say so in your response so that this can be considered.

7. CONSEQUENCES OF NOT RESPONDING

If you do not respond by the deadline stated above, or if this matter is not resolved, we may commence civil proceedings against you without further notice. This may result in a claim in the County Court or the High Court for the sum claimed, interest, and legal costs. The court has the power to take into account a party's compliance with the Practice Direction on Pre-Action Conduct when deciding orders for costs, including where a party has failed to respond to a letter before action.

8. RESERVATION OF RIGHTS

This letter is sent without prejudice to any other rights or remedies available, all of which are expressly reserved. Nothing in this letter constitutes a waiver of any right, and this letter does not itself commence legal proceedings.

9. SIGNATURE

Yours faithfully,

Signature:

Date:

Print Name:

Position/Title (if signing on behalf of an organisation):