

## **PRE-ACTION LETTER**

The following letter is intended for straight forward claims and is not to be used where any other formal pre-action procedure applies.

Dear

**Re:    XXXXXX**

I am writing this letter to you in accordance with the Civil Procedure Rules on pre-action conduct and give you notice that this letter is the first step towards issuing proceedings if we cannot reach a settlement in regards to my claim.

[Set out a summary of the facts and the basis of your claim];

[What you want from the defendant (repair/money etc) and, if you seek compensation, set out how the amount has been calculated];

[Set out the documents/evidence on which you will be relying to support your claim];

I do wish to try and settle this matter amicably and propose that this matter be referred to [set out any ADR] OR and shall be grateful to receive your proposals in this regard;

I ask at this stage that you provide me with - [list any documents you feel the Defendant may have that you want to see].

I require your full response to this letter within the next 28 days.

You should be aware that if you fail to respond to this letter or follow the Civil Procedure Rules on pre-action conduct then the court has power to impose sanctions against you, including costs.

If you do not respond to this letter I will issue proceedings immediately without further notice and this may increase your liability to pay legal costs.

Yours {faithfully/sincerely]