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SOLICITORS

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Our Ref: **{** MERGEFIELD MATTER_FEE_EARNER_ID **}**/**{** MERGEFIELD client_no **}**/**{** MERGEFIELD matter_no **}**

Your Ref:

{ SET LETTER**{** DATE \@ "d MMMM yyyy" **}** **}{**ref LETTER \@ "d MMMM yyyy" \ * MERGEFORMAT **}**

{ IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **}** **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_INT **}** **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**" **}**
{ MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TR_ADD **}**

Dear **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_TITLE **}** **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "Sirs" **}**

Re: **{** IF **{** MERGEFIELD LINKNAME_FORENAME_1 **}**= "" "**{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}** and **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_FORE **}** **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**" **}**
Letter of Claim

We note that our client has yet to receive payment of the debt, despite our previous correspondence to you.

We are instructed to commence proceedings without further notice unless payment of the sum set out below is received within (DAYS) of the date of this letter.

This letter forms our client's letter of claim. It is sent to you in accordance with the Practice Direction Pre-Action Conduct and Protocols of the Civil Procedure Rules 1998. A copy of the practice direction is included for your reference.

May we draw your attention to the final section of this letter which sets out the deadline by which you must respond. It further sets out the consequences of not replying to this letter.

We have set out details of our client's claim against you below.

1 Basis of our Client's Claim

1.1 Our client entered into a contract with you, where you were obliged to pay the sum[s] of money displayed below.

1.2 Our client raised invoice(s) which you failed to discharge in accordance with the terms of the contract.

1.3 Our client therefore seeks repayment of the outstanding invoice(s) together with interest.

2 Parties

2.1 The parties in this dispute are our client, **{** IF **{** MERGEFIELD LINKNAME_FORENAME_1 **}**= "" "**{** MERGEFIELD LINKNAME_SURNAME_1 **}**" "**{** MERGEFIELD LINKNAME_FORENAME_1 **}** **{** MERGEFIELD LINKNAME_SURNAME_1 **}**" **}**, and you, **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_FORE **}** **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_SURN **}**" "**{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**" **}**.

3 Agreement between Parties

3.1 Our client agreed with you to provide a service/goods/goods and services on receipt of payment from you.

3.2 The agreement was set out in a contract, dated (DATE). A copy of this contract is enclosed for ease of reference.

3.3 Any other relevant information here.

4 Debt due to our Client

4.1 The enclosed table(s) set out the invoice sent by our client to you, and which remain outstanding. Any interest due is shown accordingly.

5 Payment Due

5.1 The following sum should be paid to our client immediately:

Total Debt:

5.2   Please arrange for payment of this sum to our client direct, or to us. Bank details are enclosed for ease of reference.

6   Next steps

6.1   This is our client's letter of claim in accordance with the Practice Direction.

6.2   Please reply to this letter within 30 days of the date of the letter.

6.3   Please ensure all correspondence in this matter is addressed to this firm, bearing our reference **{** MERGEFIELD MATTER_FEE_EARNER_ID **}/{** MERGEFIELD client_no **}/{** MERGEFIELD matter_no **}**.

6.4   We refer you to the Practice Direction and in particular to paragraph 15, which concerns the court's power to impose sanctions for failure to comply with the Practice Direction.

6.5   **If it becomes necessary to issue proceedings to recover the sum due to our client, we shall also claim for our costs.**

Yours **{** IF **{** MERGEFIELD FW_DEBTOR_DETS_FW_DEBT_CO_NM **}**= "" "sincerely" "faithfully" **}**

{ MERGEFIELD CALCULATION_FEE_EARNER_DESCRIPTION }
{ MERGEFIELD PRACTICEINFO_PRACTICE_NAME*UPPER }