

CLAIM LETTER EXAMPLE

YOUR NAME
YOUR ADDRESS

DATE

DEFENDANT'S NAME
DEFENDANT'S ADDRESS

Dear (name),

I write in relation to (give a brief description of what your claim is for, including relevant dates), leaving an outstanding debt in the sum of £ (amount).

Please note that if payment of the sum above is not received within (7 days if up to £10,000 or 14 days if over £10,000) of receipt of this letter, I will bring proceedings against you in the Petty Debts Court, which may result in you having to pay costs in addition to the sum which I am presently claiming.

Should you wish to pay or find an arrangement to stop this dispute going to Court, then you can contact me on (your telephone number).

Signed:

Name: