

your company logo

**Your Company Name**

your address goes here

t: xxxx xxxxxx f: xxxx xxxxxx e: xxxxx@xxxxxx.xxx

## Pre-action® ADR® Letter of Claim

This letter of claim details the claim against you. It requires a written response within 21 days. You should follow up this letter of claim promptly with requests for any information necessary for you to evaluate the claim.

The pre-action process is designed to settle claims without proceeding to court or to narrow the issues and help expedite the proceedings themselves.

reference

case no

dated

## 1.0 Late Payer

late payer(s)

address

phone

phone 2

fax

mobile

e-mail

web site address / web url

## 2.0 Claimant

claimant	<input type="text"/>
address	<input type="text"/>
claim managed by	<input type="text"/>
phone	<input type="text"/>
fax	<input type="text"/>
e-mail	<input type="text"/>
web site address	<input type="text"/>
on behalf of	<input type="text"/>
reference	<input type="text"/>

## 3.0 Claim Details

claim reference	<input type="text"/>
claim description	<input type="text"/>
original date	<input type="text"/>
original amount £	<input type="text"/>
overdue date	<input type="text"/>
liable for costs of recovery	<input type="text"/>
costs of recovery amount £	<input type="text"/>

liable for interest

interest type

interest rate %

other costs and / or penalties

other costs/penalties amount £

## 4.0 Claim In Full

# 5.0 Disclosure



disclosure attachments:-

## 6.0 Discovery



discovery attachments:-

To complete your forms on-line visit <https://secure.pre-actionADR.org> using the access code and password detailed in the accompanying letter.

All other contact should be directed to:-

<< your choice of contact goes here optionally including person / team, address, email, phone, fax >>