**Pre-Action Protocol Letter Form – Individuals & Sole Traders**

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**Your details.**

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| **Organisation name:** |  |
| **Contact name:** |  |
| **Contact email address:** |  |

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| --- | --- |
| **Legal status of your organisation:** | **Tick** |
| Sole trader | **☐** |
| Partnership | **☐** |
| Limited liability partnership | **☐** |
| Limited company | **☐** |
| Unincorporated association | **☐** |

**Your opponent’s details.**

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| --- | --- |
| **First name:** |  |
| **Last name:** |  |
| **Trading style (if appropriate):** |  |
| **Address:** |  |
| **Telephone number:** |  |
| **Fax number:** |  |
| **Email address:** |  |
| **Customer Reference:** |  |

**Information about the debt – you must complete this section of the form in full or we will be unable to process your instructions.**

|  |  |
| --- | --- |
| **What is the amount of the debt?** |  |
| **What goods and/or services did you supply?** |  |
| **Please list all outstanding invoices.** |  |
| **Is interest accruing on the debt? If so, at what percentage rate is it being claimed and how much is due to today’s date?** |  |
| **Are any late payment charges payable? If so, how much and how have these been calculated?** |  |
| **Did the debt arise from an oral agreement? If so, what was agreed, between whom, when and where?** |  |
| **Did the debt arise from a written agreement? If so, what was agreed, between whom, when and where?** |  |
| **If the debt has been assigned, please provide details of the original creditor.** |  |
| **If your opponent has made an offer to pay by instalments, please say why the offer is inadequate.** |  |
| **Please provide details of your preferred payment method (bank details)** |  |
| **Please provide an address for payment and further information.** |  |

**Accompanying documents – you must provide these documents or we will be unable to process your instructions.**

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| --- | --- |
| **Please provide the following accompanying documents:** | **Tick** |
| **If the debt arose from a written agreement, please provide a copy.** |  |
| **An up-to-date statement of account.** |  |
| **Copy invoices.** |  |

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| **Please send a pre-action protocol letter as soon as possible.** |

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| --- | --- |
| **Full name:** |  |
| **Signed:** |  |

Please return this form to: mail@bennettwilliamssolicitors.com