

FORM 1:
LETTER OF CLAIM

To:

[Debtor]

[Address]

Dear Sir / Madam,

Outstanding Balance under [Name of Contract]

This is a Letter of Claim sent pursuant to the State Courts Pre-Action Protocol for Business-to-Business Debt Claims (the “Protocol”).

I am / we are claiming against you for the outstanding balance under [name of contract].

Details of claim

Details of my / our claim are set out below.

1	Creditor's full name and address.	
2	Amount of debt claimed	
3	Continuing interest or other charges, and details of such interest or other charges	
4	Accrued interest or other charges, and details of such interest or other charges	
5	Where debt arises from oral agreement: <ul style="list-style-type: none">- who made agreement- when was agreement made- where was agreement made- what was agreed (including, where possible, what words were used)	

6	<p>Where debt arises from written agreement:</p> <ul style="list-style-type: none"> - date of agreement - parties to agreement - fact that a copy of written agreement can be requested from creditor 	
7	<p>Where debt has been assigned:</p> <ul style="list-style-type: none"> - Details of original debt and creditor - Date of assignment - Details of assignee 	
8	<p>Where debtor has offered to pay debt through regular instalments, explanation of why offer is not acceptable.</p>	
9	<p>Details of how debt can be paid</p> <ul style="list-style-type: none"> - Method of payment - Address for payment - Contact information of creditor for debtor to discuss repayment options 	
10	<p>Deadline for debtor to respond to this Letter of Claim (minimum 14 days from receipt of Letter of Claim, or explain necessity for shorter timeline)</p>	

Statement of Account

Enclosed with this Letter of Claim is an up-to-date statement of account for the debt that includes details of any interest and administrative or other charges added.

ADR Options

State your / your client's preferred mode of ADR:

- ☐ Mediation at the Singapore Mediation Centre
- ☐ Mediation at the Singapore International Mediation Centre
- ☐ Mediation under the Law Society Mediation Scheme
- ☐ Others: (Please specify)

If you do not / your client does not wish to propose or engage in ADR, please state the reasons.

Please respond to this Letter of Claim within ____ days [as specified at paragraph 10 above] of your receipt of it by way of a Response in the form set out in the Protocol. If you fail to do so, I / we will be entitled to commence Court proceedings against the debtor without further compliance with the Protocol.

Yours faithfully

[Signed off by creditor / creditor's solicitors]

Enclosures.