

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	Where debt arises from written agreement: <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	Where debt has been assigned: <ul style="list-style-type: none">- Details of original debt and creditor- Date of assignment- Details of assignee	

8	Where debtor has offered to pay debt through regular instalments, explanation of why offer is not acceptable.	
9	Details of how debt can be paid <ul style="list-style-type: none"> - Method of payment - Address for payment - Contact information of creditor for debtor to discuss repayment options 	
10	Deadline for debtor to respond to this Letter of Claim (minimum 28 days from receipt of Letter of Claim, or explain necessity for shorter timeline)	

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 or Acknowledgment 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.