

Form 3
Sample Letter by Claimant Before Issue of Writ of Summons

To: Head
[Name] Department
[Name of hospital/medical practice]
[Address]

Dear Sir,

[Patient's full name]
[Patient's NRIC or passport number]

We regret that despite reasonable effort having been made to meet the doctor(s) as proposed in our letter of [date] *[to resolve our client's claim]*, there does not appear to be any reasonable prospects of an amicable resolution.

We hereby give you 10 clear days' notice that our client intends to proceed with the issue of a writ of summons against Dr. [name(s)] and your hospital *[medical practice]* for damages for medical negligence in the treatment of our client *[the abovenamed deceased]*. In this regard, please let us know if you are instructing solicitors to accept service of process on your behalf.

Yours faithfully,

cc. [name of the defendant doctor(s)]