

A standard letter format before starting a small claims court procedure

[Your address]

[Bookmaker's address]

Dear

Reference No. from correspondence thus far: []

Topic: [brief, e.g. incorrect payment of bet, non-payment of bet, etc.]

Despite our efforts it has not been possible to resolve this matter amicably. It is, therefore evident that court action may be necessary. This letter is in compliance with the Practice Direction on Pre-Action Conduct.

[Summarise the facts of the dispute]

From you I am claiming **[outline what you want from the bookmaker, how much and how you have calculated this]**

Enclosed are the following documents I intend to use in my claim against you:

[List the documents (NOTE: This is why it is so important to keep all your correspondence in whatever form is easiest for you)]

In accordance with the Practice Direction on Pre-Action Conduct I ask that you provide me with copies of the following documents:

[List any documents you want from the bookmaker]

In conclusion, your attention is drawn to section II (4) of the Practice Direction which gives the courts the power to impose sanctions on the parties if they fail to comply with the direction including failing to respond to this letter before claim.

I look forward to hearing from you within the next ?? days (28 days is pretty standard).

If I do not receive a response to my letter within this time period I intend to consider taking court action without no further reference to you.

Yours faithfully,

[Your name]