# Formal notice (letter before action)

## Sender

Full name

Full address

Telephone

E-mail address

## Recipient

Name of recipient or department

Recipient's address

Place

Date

**Subject: formal notice**

Dear Sir or Madam,

## References and facts

References

Basis of the demand

Summary of the facts in chronological order, with dates

## Demand

I hereby require you to perform the obligation set out below, within the period stated, running from receipt of this letter.

Exactly what I require

Period allowed (number of days from receipt)

or deadline date

Action envisaged if the demand is not met

Yours faithfully,

Enclosures

**Signature**

Name in full

**How it is sent**

- [ ] Registered letter with proof of delivery (or equivalent)
- [ ] Delivered by hand against a signed receipt
- [ ] Other method