

# INSTRUCTIONS FOR LETTERS BEFORE ACTION

FAX THE THOMAS HIGGINS PARTNERSHIP : 0151 630 8000

**NEVER** use this number for anything other than instructions for Letters Before Action.

e-mail: [solicitors.letter@thomashiggins.com](mailto:solicitors.letter@thomashiggins.com)

We will send the letter before action by 1<sup>st</sup> class mail. At no extra charge we can also send it by email or fax if you provide these details.

From: Name of Sender:  Client No:

Sender Company:

Debtor's full name   
Trading address

Postcode

Amount Claimed £  Your Ref (if required)   
Debtor's email/fax Email:  Fax:

**Please note the Court Rules now require that the Debtor's postcode is stated**

Debtor's full name   
Trading address

Postcode

Amount Claimed £  Your Ref (if required)   
Debtor's email/fax Email:  Fax:

**Please note the Court Rules now require that the Debtor's postcode is stated**

Debtor's full name   
Trading address

Postcode

Amount Claimed £  Your Ref (if required)   
Debtor's email/fax Email:  Fax:

**Please note the Court Rules now require that the Debtor's postcode is stated**

TO AVOID ERRORS PLEASE **TYPE** YOUR INSTRUCTIONS, IF YOU HANDWRITE PLEASE WRITE IN BLACK **CAPITAL** LETTERS. YOU CAN SEND THESE BY MAIL, FAX, EMAIL OR DIRECTLY FROM OUR WEB SITE AT [www.thomashiggins.com](http://www.thomashiggins.com)