

[Your address]

[Date]

Dear [name of proposed defendant]

I believe you have subjected me to unlawful sex discrimination contrary to the Sex Discrimination Act 1975. [Summarise the facts and outline the legal argument.]

As a consequence of this unlawful act, I have suffered injury to my feelings and in addition financial loss which I would estimate to be [£ estimate and brief details of how this sum is reached].

I enclose copies of the following documents which are relevant to my claim. [List these here or in a separate list if there are many of them.] I also attach a questionnaire pursuant to section 74 of the Sex Discrimination Act 1975. Please may I have a reply to this questionnaire by [date]. Although you are not required by law to reply to this questionnaire, you should be aware that the court may draw appropriate inferences from a failure to respond or incomplete replies. A failure to respond might also give rise to cost penalties. Please may I have an acknowledgment of this letter by [date].

I am prepared to allow you until [date] to provide me with your detailed reply including any proposals to avoid the need for litigation. Your detailed reply should say whether you admit or deny liability and, if you deny liability, give reasons for this. You may wish to seek legal advice about this letter. If you have insurance which may cover this type of claim, you should send a copy of this letter to your insurers immediately.

Please note that I would expect any detailed reply to include copies of documents in your possession which are relevant to this claim.

If I do not receive an acknowledgment by [date] and a detailed reply by [date] I will issue a county court claim against you

Yours sincerely

[your name]