

Step 1. Send a letter of demand

Send a letter of demand to the other party, seeking your full loss and attaching a quote. You should get itemised quotes. Generally, it is a good idea to get more than one quote. You should mark any negotiations “without prejudice” so that they cannot be used as admissions in litigation in the future but can be used in relation to any dispute about the costs of proceedings – this correspondence must also have a clear offer of a negotiated outcome (such as a full and final settlement offer of a reduced amount).

Use our Sample Letter of Demand [here](#). If the demand is not met, you will need to commence a claim in court. Click on the "**I need to commence a claim in Court**" button below if this is the case.