

Letter Before Action — Unpaid Consultancy Fees on Completed Engagement (Business to Business)

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Sample Letter Before Action #03 · Agent-drafted end-to-end · Published 2026-05-27

27 May 2026

Greenfield Agritech Pte Ltd 71 Science Park Drive, #02-15, Singapore 118253 Attention: Rajesh Kumar Pillai, Chief Operating Officer

OPEN

Dear Rajesh Kumar Pillai,

Letter Before Action

We act on behalf of **Meridian Advisory Partners Pte Ltd** (the "**Claimant**") and write to you in relation to the unpaid invoice (Invoice No. MAP-2026-0074) described below. This letter is sent before the commencement of legal proceedings to give you the opportunity to respond.

1. The Claimant

Meridian Advisory Partners Pte Ltd 8 Marina Boulevard, #11-02, Marina Bay Financial Centre, Singapore 018981 Attention: Adeline Chua Mei Ling, Director

2. The Respondent

Greenfield Agritech Pte Ltd 71 Science Park Drive, #02-15, Singapore 118253 Attention: Rajesh Kumar Pillai, Chief Operating Officer

3. Summary of Claim

The Claimant delivered a market-entry advisory engagement under a signed engagement letter and submitted the final deliverable, which the Respondent accepted by email. The final fee invoice remains unpaid more than sixty days past its due date.

The amount fell due on 15 March 2026.

4. Factual Chronology

The following facts are based on the Claimant's records:

- **2 December 2025:** The parties signed an engagement letter for a market-entry advisory project at a fixed fee of SGD 65,000. (*documentary record*)
- **20 February 2026:** The Claimant delivered the final advisory report; the Respondent's COO acknowledged receipt by email and thanked the team for the work. (*documentary record*)
- **28 February 2026:** The Claimant issued final fee invoice MAP-2026-0074 for SGD 65,000 on net-15 terms. (*documentary record*)
- **15 March 2026:** The invoice fell due and was not paid; subsequent reminders went unanswered. (*documentary record*)

5. Evidence Relied Upon

The Claimant relies on the following documents and records, which it is prepared to produce in any proceedings:

- Signed engagement letter dated 2 December 2025 (Engagement Letter)
- Final advisory report and the Respondent's acknowledgment email (Email 20 February 2026)
- Invoice MAP-2026-0074 and statement of account (Invoice 28 February 2026)
- Correspondence evidencing subsequent payment reminders

6. Amount Claimed

The Claimant claims **SGD 65,000.00** (the "**Outstanding Sum**"), together with interest as the Court may award pursuant to section 12 of the Civil Law Act 1909.

7. Requested Action

The Respondent is required to pay the outstanding fee of SGD 65,000 within the response period, failing which the Claimant will commence proceedings to recover the sum with interest and costs.

8. Deadline to Respond

We require your substantive written response on or before **10 June 2026** (being 14 days from the date of this letter). If we do not receive a satisfactory response within that period, the Claimant may commence legal proceedings without further notice to you.

9. Reservation of Rights

The Claimant reserves all rights, including the right to commence legal proceedings to recover the Outstanding Sum, statutory interest, legal costs, and any other relief available under Singapore law.

Nothing in this letter constitutes a waiver of any such rights.

10. Governing Law

This matter is governed by the laws of the Republic of Singapore. The Claimant intends to refer any unresolved dispute to the Singapore courts.

Yours faithfully,

On behalf of **Meridian Advisory Partners Pte Ltd**. Attention: Adeline Chua Mei Ling, Director.