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COURSE BROCHURE

Dispute Correspondence and Legal Notice Drafting Training Course

30 November – 4 December 2026
Singapore

Dispute Correspondence and Legal Notice Drafting Training Course

Ref: 926_35059 **Date:** 30 November – 4 December 2026 **Location:** Singapore **Fees:** 6900 GBP

Dispute Correspondence and Legal Notice Drafting is a 1-week training course for paralegals and administrative staff in legal departments, built around one work product: a Contract Dispute Correspondence Pack. Disputes are now argued through letters and email trails, and one loose sentence can concede liability or miss a deadline. Jupiter Prime Training delivers this course on dispute correspondence and legal notice drafting.

Why Dispute Correspondence and Legal Notice Drafting Matters Now

Three pressures shape this subject today: contracts that make rights depend on written notice served in a set form and within a set period, counterparties whose lawyers read every email for admissions, and tribunals that build the factual record from the correspondence file. A legal department whose letters are accurate, timely and properly served keeps its options open; hasty replies can waive claims or lose privilege. The course rests on the contract's own notice clauses and on the evidence practice reflected in the IBA Rules on the Taking of Evidence in International Arbitration.

Who Gains Most from Dispute Correspondence and Legal Notice Drafting

- Paralegals who prepare first drafts of demand letters, replies and formal notices
- Legal secretaries who format and dispatch outgoing correspondence
- Department administrators who keep the dispute file, chronology and correspondence register
- Contract support officers who track notice periods, cure periods and response deadlines
- Records staff who preserve emails, attachments and proof of service for disclosure

A legal department that sends its paralegal and administrative support staff together gains most.

Dispute Correspondence and Legal Notice Drafting Capabilities

Participants leave able to draft letters and notices that protect rights under scrutiny.

- Apply the notice clause of a contract to form, addressee, method and timing of service — the validity of a claim
- Design a demand letter with facts, contractual basis, remedy sought and deadline — the supervising lawyer
- Specify when to mark a letter without prejudice or open — settlement discussions and later disclosure
- Test draft emails for admissions, tone and privilege risk — the department head before dispatch
- Build a correspondence register and file note set — the case team preparing for hearing
- Communicate a holding reply that preserves rights while instructions are sought — the counterparty and the client

Key Dispute Correspondence and Legal Notice Drafting Terms

- Demand letter — a formal letter setting out a claim, its basis and the action required by a deadline.
- Notice of default — a written notice telling a party it has breached the contract and, often, starting a cure period.
- Without prejudice — a label marking a genuine settlement attempt, generally kept out of evidence.
- Reservation of rights — a statement that a party is not waiving any claim or remedy.
- Proof of service — evidence that a notice was delivered to the right address by the method the contract requires.
- File note — a short dated record of a call, meeting or instruction.

Dispute Correspondence and Legal Notice Drafting Day by Day

Day 1: The Correspondence Record in a Dispute

- Correspondence as Evidence — How Tribunals Read the Letter Trail
- Notice Clause Anatomy — Form, Addressee, Method and Deemed Receipt
- Dispute Chronology Building — Linking Letters to Contract Events
- Privilege and Confidentiality Labels — What Can Later Be Disclosed
- Correspondence Register Design — Tracking Incoming, Outgoing and Deadlines

Day 2: Demand Letters and Formal Notices

- Demand Letter Structure — Facts, Basis, Remedy and Deadline
- Notice of Default and Cure Period Wording — Starting the Clock Correctly
- Termination Notice Drafting — Avoiding Wrongful Termination Exposure
- Payment Claim and Late Payment Letters — Supporting Recovery from Customers
- Proof of Service Methods — Courier, Registered Post and Email Delivery

Day 3: Replies, Holding Letters and Settlement Language

- Holding Reply Templates — Preserving Rights While Instructions Are Sought
- Reservation of Rights Clauses — Preventing Waiver by Conduct
- Without Prejudice and Open Letters — Choosing the Right Channel
- Responding to a Claim Letter — Admitting, Denying or Requesting Particulars
- Plain Legal English Editing — Removing Ambiguity and Emotive Wording

Day 4: Email Discipline and File Notes

- Email Etiquette in Live Disputes — Tone, Recipients and Forwarding Risk
- Internal Versus External Email Separation — Protecting Legal Advice Privilege
- Attendance and Telephone File Notes — Capturing Instructions Accurately
- Document Preservation and Hold Notices — Securing Emails for Disclosure
- House Style Guide for Dispute Letters — Consistency Across the Department

Day 5: Practising the Contract Dispute Correspondence Pack

- Construction Delay Case File — Applying Notice Clause and Chronology Methods
- Supply Contract Non-Payment Scenario — Drafting Demand and Default Notices
- Counterparty Reply Simulation — Holding Letter and Reservation of Rights
- Peer Review Against the House Style Guide — Final Quality Check
- Contract Dispute Correspondence Pack — Register, Letters, Notices and File Notes

Applying Dispute Correspondence and Legal Notice Drafting After the Course

- Set up a correspondence register and chronology for one open dispute.
- Draft a house set of demand letter, default notice and holding reply templates.

Dispute Correspondence and Legal Notice Drafting Questions FAQ

What is dispute correspondence and legal notice drafting, and why does it matter now?

Dispute correspondence and legal notice drafting is the preparation of letters, notices and emails that assert or answer claims under a contract. It matters now because tribunals rely heavily on the written record, and notice errors can defeat valid claims.

Which roles gain most from dispute correspondence and legal notice drafting training?

Paralegals, legal secretaries, department administrators and contract support officers gain most.

How does dispute correspondence and legal notice drafting differ from a legal memo writing or contract drafting course?

It covers outward letters and notices exchanged once a dispute arises. A memo writing course focuses on internal legal analysis, and a contract drafting course on the terms agreed before any dispute.

What do you bring back from dispute correspondence and legal notice drafting training?

You bring back a completed correspondence pack from a realistic case, plus reusable letter and notice templates.

Dispute Correspondence and Legal Notice Drafting: The Way Forward

The Contract Dispute Correspondence Pack first informs whether a claim notice goes out on time and in the correct form. Paralegals use it to draft, administrators to track deadlines and supervising lawyers to approve faster. After its first use, revisit the templates against the counterparty's replies, since each dispute shows which wording invited argument.