[Date]

Dear Judge,

[Respondent’s Name v Claimant’s Name]

Case Number: [number]

I wish to apply for the amendment of my claim, pursuant to Rule 29 and Rule 30 of the Employment Tribunals Rules of Procedure 2013 (the “ET Rules”).

Please see attached amended ET1 and Particulars of Claim (one version as a clean copy and one version showing tracked changes from the original ET1 and Particulars of Claim).

**Background**

[Paste background information here]

[The application for amendment of the claim has been agreed with [the Respondent/the Respondent’s representative].]

**Reason for application to amend**

I wish to apply for the amendment [in order to correct an administrative error or a typo / because I have become aware of more relevant facts which I want to be taken into account, but which do not amend the existing legal claims / because I want to amend the legal claims which I am making, without changing the facts - i.e. a “relabelling” of the facts in the existing ET1 and Particulars of Claim / because I am making new factual allegations, which amount to changing the legal basis on which I am making a claim/in order to add another party to the claim / other.]

[Paste reason to amend here.]

I submit that considerable injustice and hardship would be caused to me as the Claimant if the amendment was not allowed. This outweighs any inconvenience to the Respondent in being required to amend their Response.

**Reason for delay**

I am making the application at this stage because [documents have been disclosed which contain new information/new information has come to my attention / of issues gaining legal advice / of new legal advice gained since drafting the original claim / of illness / a misunderstanding has come to light between the parties as to what causes of action are included in the claim / I had to lodge the ET1 and Particulars of Claim at short notice / I now understand that there is a requirement to provide further clarification / other]

[Paste reason for delay here.]

**Overriding objective**

I consider that allowing the amendment of the claim would assist the Tribunal in dealing with the case fairly and justly, in accordance with the overriding objective, which is found in the ET Rules at Rule 2. In particular, if the Tribunal were to allow the amendment of the claim, this would [ensure that the parties are on an equal footing / ensure that the case is dealt with in a way which is proportionate to the complexity and importance of the issues / avoid unnecessary formality and seek flexibility in the proceedings / avoid delay, so far as compatible with proper consideration of the issues / save expense].

In accordance with rules 30(2) and 92 of the ET Rules, I have copied [the Respondent/the Respondent’s representative] into this application. Any objection to the application should be sent to the Tribunal as soon as possible, copying in myself.

Yours faithfully,

[name]

Attached: ET1 and Particulars of Claim original and amended