

# LETTER BEFORE ACTION

(In accordance with the Pre-Action Protocols – Civil Procedure Rules)

[Claimant's Name]

[Claimant's Address]

[Postcode]

[Defendant's Name]

[Defendant's Address]

[Postcode]

Date: \_\_\_\_\_ [Insert Date]

Dear \_\_\_\_\_ [Insert Defendant's Name],

RE: LETTER BEFORE ACTION – CLAIM FOR \_\_\_\_\_ [Insert Nature of Claim, e.g. Unpaid Invoice, Breach of Contract, etc.]

I am writing to formally notify you that unless the matter described below is resolved within 14 days from the date of this letter, I will begin court proceedings against you without further notice.

## 1. Summary of the Claim

This claim arises from \_\_\_\_\_ [Briefly describe the basis of the claim, e.g. non-payment for services provided on DD/MM/YYYY].

The total amount outstanding is £ \_\_\_\_\_ [Insert Amount] which has been due since \_\_\_\_\_ [Insert Due Date].

## 2. Facts Supporting the Claim

– On \_\_\_\_\_ [Insert Date], I/We provided \_\_\_\_\_ [Insert Goods/Services] in accordance with our agreement.

– An invoice was issued on \_\_\_\_\_ [Insert Date], reference number: \_\_\_\_\_ [Insert Invoice Ref].

– Despite several reminders, payment remains outstanding.

### **3. What You Are Required to Do**

I require full payment of the amount of £ \_\_\_\_\_ [Insert Amount] to be made within 14 days of the date of this letter.

Payment should be made to the following account:

Account Name: \_\_\_\_\_ [Insert Account Name]

Sort Code: \_\_\_\_\_ [Insert Sort Code]

Account Number: \_\_\_\_\_ [Insert Account Number]

Alternatively, you may contact me to propose a reasonable repayment plan in writing before the deadline.

### **4. Relevant Documents**

I enclose copies of the following documents in support of this claim:

- Invoice dated \_\_\_\_\_ [Insert Date]
- Contract/Agreement dated \_\_\_\_\_ [Insert Date]
- Email/letter correspondence (if any)

### **5. Intention to Commence Legal Proceedings**

If I do not receive payment, or a satisfactory response within 14 days from the date of this letter, I will commence legal action in the County Court to recover the debt, together with any applicable interest and court fees.

### **6. Response and Contact Details**

You may respond to this letter in writing via post or email:

Email: \_\_\_\_\_ [Insert Contact Email]

Postal address: \_\_\_\_\_ [Insert Contact Address]

Please ensure all communication is received before \_\_\_\_\_ [Insert Deadline Date – 14 days from date of letter].

Yours sincerely,

[Claimant's Full Name]

[Claimant's Signature]

[Position, if applicable (e.g. Director)]

[Company Name, if applicable]

This template is provided for general informational purposes only and does not constitute legal advice. You should consult a qualified legal professional in the United Kingdom for advice specific to your situation before relying on or using this document.