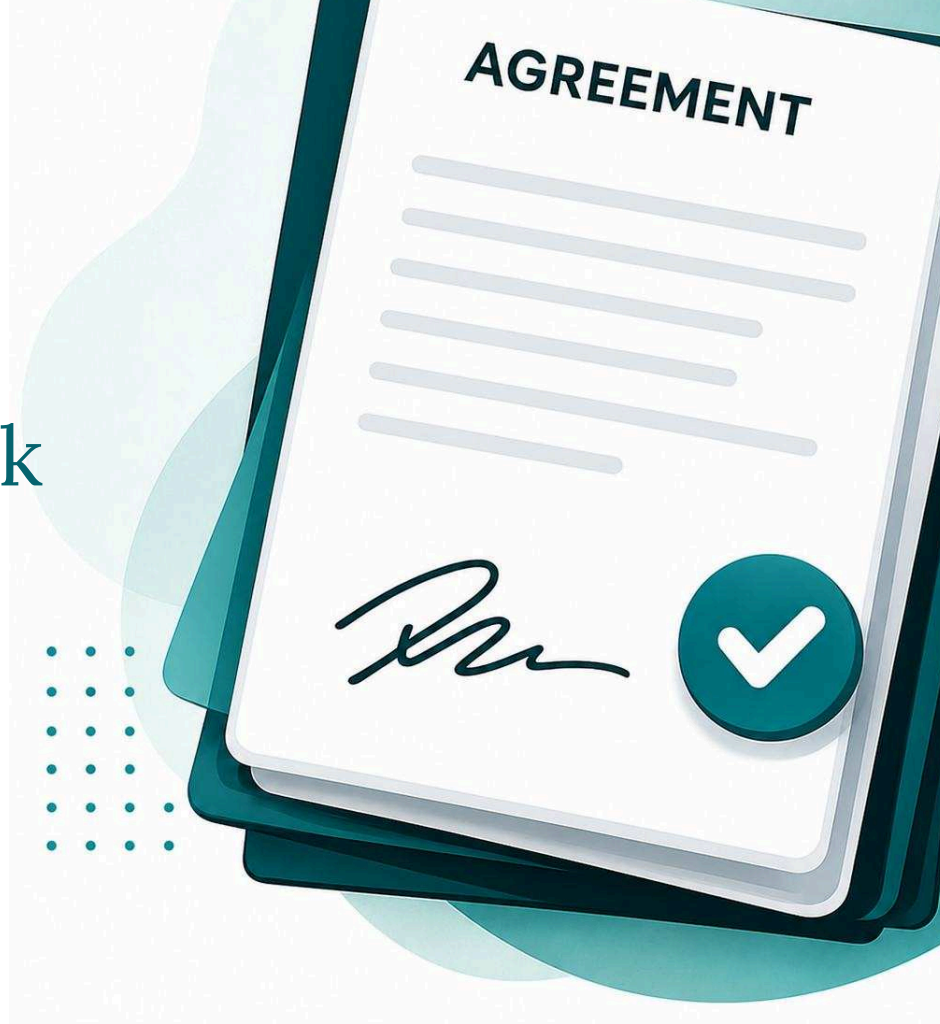


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LETTER BEFORE ACTION

(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.