

LETTER BEFORE ACTION

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name / Business Name]
[Recipient Address]

RE: FINAL NOTICE BEFORE LEGAL PROCEEDINGS

Dear [Recipient Name],

This letter serves as a final formal notice regarding the outstanding debt/dispute concerning [briefly state the reason, e.g., Invoice #123 / Damaged Property / Refund for Services].

Despite previous requests for payment/resolution on [Dates of previous contact], the matter remains unresolved. As of today, the total amount outstanding is \$[Amount].

I am providing you with a final opportunity to settle this matter. Please arrange for the payment of \$[Amount] to be made to me by [Date, typically 14 days from now].

Payment can be made via [Payment Method, e.g., Bank Transfer/Check] using the following details:

- Account Name: [Your Name]
- Account Number: [Your Number]
- Routing/Sort Code: [Your Code]

If payment is not received in full by the date specified above, I intend to commence legal proceedings against you in the Small Claims Court without further notice. This action may result in additional costs, including court filing fees, interest, and legal expenses, for which you will be held liable.

I hope that this legal action will not be necessary and look forward to receiving confirmation of payment within the next [Number] days.

Yours sincerely,

[Your Signature]
[Your Printed Name]