**Letter before action**

[name and address of client]

[date]

Dear [insert name]

**Account number:** [your account number] **Amount overdue** [enter amount]

I refer to my letter of [insert date] in which I set out details of payments owing to me.

I am disappointed that you have neither had the courtesy to reply to my letter, nor even to acknowledge it.

This letter is my final notice to you that unless I receive payment of [insert amount] within [number of days] days of the date of this letter, I shall commence court proceedings against you, without further notice.

If I commence proceedings against you, I will ask that the court orders you to pay interest on the amount of my claim together with all my costs and expenses incurred in commencing proceedings.

In the event that court proceedings are commenced, your liability for costs and interest may be increased if you have ignored this letter.

If I commence proceedings, I shall rely on the following documents to establish my claim

[Documents e.g invoice, correspondence, terms and conditions]

I look forward to hearing from you by [insert date] and I trust that this course of action will not be required.

Yours sincerely

[name]

[title]