

LETTER BEFORE COURT ACTION

Sender Name: _____
Sender Address: _____
Sender Contact (Phone/Email): _____

Recipient Name: _____
Recipient Address: _____

Re: Outstanding Debt / Claim

Dear Sir/Madam,

This letter serves as a formal notice regarding the outstanding debt/claim owed by you to the undersigned (the “Creditor”). Despite pre

The details of the debt/claim are as follows:

- Nature of debt/claim: _____
- Amount owed: _____ GBP
- Reference or account number: _____

Please consider this letter as a final opportunity to resolve this matter amicably. If payment is not received within 14 days of receipt of

Should you wish to discuss payment arrangements or dispute the claim, please contact the undersigned immediately.

We advise you to take this matter seriously. This letter is sent without prejudice to any rights the Creditor may have, all of which are e

Yours faithfully,

Signature

Name: _____
Position: _____
Company (if applicable): _____

Date Sent:

Recipient Received:

Signature:

Signature:

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