

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Postcode>>

<<Date>>

Dear <<Name of Contact>>,

Invoice <<Invoice Number/Details>>
Notice of Intention to Start Court Proceedings for Debt

We write further to our Letter <<Date>> and to our subsequent correspondence.

As we have been unable to reach an agreement with ourselves, despite taking the steps required under the Pre-Action Protocol for Debt Claims, we now intend to start court proceedings.

We confirm that, in accordance with the Pre-Action Protocol for Debt Claims, proceedings will not be started less than 14 days from the date of this letter.

Yours sincerely,

<<Name>>
<<Title>>