**Letter Before Action (Pre-Action Protocol — Debt/Small Claim)**

*Date: 13 September 2025 | Jurisdiction: England & Wales*

From (Your details):

Name:  
Address:  
Postcode:  
Email:  
Telephone:

To (Recipient details):

Name/Company:  
Address:  
Postcode:  
Email:  
Reference (Order/Account/Policy No.):

Re:

Subject/Issue:  
Key dates:  
Reference numbers:

This letter is sent in accordance with the Practice Direction on Pre-Action Conduct and the Pre-Action Protocol for Debt Claims (where applicable).

Claimant: [Your Name]. Defendant: [Name/Company].

Cause of action and facts: [Brief chronology with dates]. Amount claimed: £[amount] plus interest (if applicable) and court fees.

Enclosures: copies of contracts/invoices/correspondence. ADR proposals: [e.g., mediation].

Unless I receive payment or a satisfactory response within 14 days, I intend to issue proceedings without further notice.

Yours faithfully,

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: