

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: