

LETTER BEFORE ACTION (Individual vs Individual)

Civil Procedure Rules – Pre-Action Conduct Compliant

[Your Full Name]

[Your Address]

[Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Full Name]

[Recipient's Address]

Re: Letter Before Action – Outstanding Debt of £[amount]

Dear [Recipient Name],

I write regarding the sum of £[amount] which remains outstanding and payable by you to me. Despite previous attempts to resolve this matter amicably, payment has not been received. This letter is sent in accordance with the Pre-Action Conduct and Protocols under