**[Your business name]**
[Street address]
[Town, postcode]
[Email] · [Phone]

[Customer name]
[Customer address]

[Date]

**Letter before action: unpaid invoice [invoice number] for £[amount]**

We supplied [description of goods or services] to you on [date], and invoiced you on [invoice date] for £[amount], invoice number [invoice number]. Payment was due on [due date].

Despite our reminders of [dates of reminders], the invoice remains unpaid. The amount now due is £[amount], made up of the invoice total of £[invoice total], statutory interest of £[interest] calculated at 8% a year above the Bank of England base rate from [due date], and fixed compensation of £[40, 70 or 100] under the Late Payment of Commercial Debts (Interest) Act 1998.

Please pay £[amount] within [14 or 30] days of the date of this letter, by bank transfer to: [Bank name], sort code [00-00-00], account number [00000000], reference [invoice number].

If you dispute the debt, please tell us in writing within the same period, explaining why, so we can consider it.

If we do not receive payment or a response by [deadline date], we will start court proceedings to recover the debt, interest and costs without further notice.

Yours faithfully,

[Your name]
[Your business name]