

**Your Company Name**

**Address – line 1**

**Address – line 2**

**Address – line 3**

**Address – line 4**

Debtor Company Name

Address – line 1

Address – line 2

Address – line 3

Address – line 4

{Todays date}

**NOTICE OF INTENDED COURT PROCEEDINGS**

**TAKE NOTICE** that according to our records the sum of £ [redacted] is overdue for payment for invoices **XXX, YYY, and ZZZ**.

Unless payment is made to the above address within seven days Legal Action to recover the debt will be taken against you without further notice.

Copies of the outstanding invoices are attached.

Signed:

Name: {your name}

Tel: {phone number}

Email: {email address}

Date: {date}