

FREE TEMPLATE

Letter Before Action — free template

A letter before action (also called a letter before claim) is the formal notice you should send before starting a county court claim. Fill in the bracketed parts, send it, and give the other side a clear deadline to pay.

Generate a personalised letter in minutes

Send it by recorded delivery and keep proof of postage.

go.justclaim.co.uk/letter-before-action



How it works

- 1 Tell JustClaim what happened and who owes you.
- 2 We draft a tailored letter before action for you to send.
- 3 If they don't pay, file your county court claim online — no solicitor.

Letter Before Action

[Your full name]

[Your address]

[Your email / phone]

[Recipient's full name]

[Recipient's address]

[Date]

Dear [Recipient's name],

Re: Letter before action — [brief subject, e.g. unpaid invoice no. 123 / faulty goods purchased on 1 March 2026]

1. I am writing to you about [explain what this concerns].
2. [Set out the facts: what was agreed, what happened, and the relevant dates and amounts.]
3. You owe me the sum of £[amount] in respect of [reason].
4. I require payment of £[amount] in full within 14 days of the date of this letter, by [bank transfer to ... / cheque to ...].
5. If I do not receive payment by [deadline date], I will issue county court proceedings to recover the sum owed, together with interest under section 69 of the County Courts Act 1984 and my court fees, without further notice to you.
6. I would prefer to settle this without going to court. Please contact me on [phone / email] if you wish to discuss it.

This letter is sent in accordance with the Practice Direction on Pre-Action Conduct. Please keep it safe.

Yours [faithfully / sincerely],

[Sign here]

[Your full name]