Customer company

Customer address

Customer city + postcode

Bristol, 14 August 20XX

**Re**: **NOTICE OF INTENT TO ISSUE COURT PROCEEDINGS**

Dear Sir/Madam,

Despite previous reminders, we regret to note that **invoice xxx dated xxx** remains unpaid.

You are hereby advised that unless the amount, as detailed below, is in our hands **within 7 DAYS** from the date hereof, we shall, without further notice to yourselves, immediately institute proceedings against you for the stated amount.

**OVERDUE BALANCE: £2,457.00  
--------------------------------------------**

Pursuant to Section 69 of the County Court Act 1984, **interest will be charged** at the rate of 8% per annum above the Bank of England Base Rate and will be added to the above total.

Please prevent having to pay the Court Fee, Solicitor’s Costs, Compensation and Accruing Interest by paying the amount as requested before the expiration of **7 DAYS**.

You may disregard this letter if payment against this debt has been made in the last few days.

Yours faithfully,

Mr Smith  
Credit Control  
Your Company