

[Date]

Accounts Department

To Whom It May Concern:

Pre-Action Letter for Outstanding Invoice xxx

As we have not received a reply to our letter of xx/xx/xxxx we are writing to inform you that unless a satisfactory proposal for settlement of this outstanding claim is sent to us within five (5) working days of the date of this letter, we shall issue a summons against you in the county court without further reference to you.

Failure to comply with the Statutory Demand within 21 days will cause the issuance of a Winding-up Petition.

Yours sincerely,

xxxx

Accounts Department

xxxxx

Email: xxx@xxx.com