

Letter before action: preparation checklist (England and Wales, B2B invoices)

- ☐ Your business's full legal name and address (the Companies House name, for a limited company).
- ☐ The debtor's full legal name and address, checked on the day you send: the registered office for a company, the individual's own name for a sole trader.
- ☐ Invoice number(s), date(s), due date(s) and the amount(s) outstanding.
- ☐ How the sum is made up: the invoice total, less any part-payments.
- ☐ Statutory interest: 8% a year above the Bank of England reference rate, from the day after the due date (or a contract rate, if your contract validly sets one).
- ☐ Fixed compensation: £40 for a debt under £1,000, £70 for £1,000 to £9,999.99, £100 for £10,000 or more.
- ☐ Evidence the work was ordered and delivered: purchase order, email, timesheet or delivery note.
- ☐ Your chasing record so far: the dates of your reminders.
- ☐ A clear response date: at least 14 days for a company debtor; 30 days for a sole trader or individual, with the protocol information sheet, reply form and financial statement enclosed.
- ☐ How to pay: bank details and a reference to quote.
- ☐ What happens next if it stays unpaid: a claim in the County Court.
- ☐ Confirm the debt is not disputed. If it is, take advice before you send anything.
- ☐ Keep a dated copy of the letter and proof of how and when you sent it.

This checklist describes structure only and is not legal advice. RobinReturn is software, not a law firm. Its letter before action is solicitor-drafted and completed with your case details inside the app:
www.robinreturn.co.uk/letter-before-action