

**[Company name of debtor]**

**[Adress of debtor]**

**[ZIP-code, City of debtor]**

**Filenumber: [file number]**

**Date: [date]**

**Subject: Letter before action**

Dear Sir/Madam,

Our administration indicate that some payments on your account are still due, while the term of payment has long expired. Details of the payments can be found below:

**Reference number Date Description Amount**

**[Invoice number] [date] [description] [€00,00]**

**[Invoice number] [date] [description]**  **[€00,00]**

**Total due [€00,00]**

We kindly request you to forward the total outstanding amount of **[€00,00]** to our bank account **[bank number]** as soon as possible, but withing 15 days after you have received this letter before action, under mention of the file number **[number of file]**

Unless payment is received in full withing 15 days from the date of this letter we will start legal proceedings against you, without further notice. We also reserve the right to hold you accountable for any other amonts which the court orders, such as any interest accrued on the amount as well as legal or debt collection fees.

If the outstanding amount has already been paid, please disregard this notice. Otherwise, please forward us the total amount stated below.

For any questions or inquiries regarding payment, please contact our financial department at **[cellphone number]** or **[email**].

Kind regards,

**[name author]**

**[Company name]**