DRAFT | BUSINESS DEBTOR
[Your business name]
[Your address]
[Date]

Dear [debtor name],

Letter before action: invoice [number] for [amount]

We have not received payment for the invoice above, which was due on [due date]. Please pay [total] within 14 days of this letter. That is made up of:
The invoice: [amount]
Statutory interest, [days] days: [interest]
Fixed compensation: [compensation]

Interest and compensation are claimed under the Late Payment of Commercial Debts (Interest) Act 1998. If we have not received payment or a reply by then, we intend to start court proceedings to recover the debt.

Yours sincerely,
[Your name]