

## ADVOCATE'S LETTERHEAD

Adv. [Full Name] | Enrolment No.: [Bar Council No.] | [Office Address] | [Phone] | [Email]

Date: [DD/MM/YYYY]

To,  
[Full Name of Party / Company]  
[Complete Postal Address with PIN Code]

**Subject: Legal Notice for Breach of [Name of Agreement] dated [Date]**

Sir/Madam,

Under instructions from and on behalf of my client, [Client Full Name / Company Name], having its address at [Client Address], I hereby serve upon you the following legal notice:

- FACTS:** That my client and you entered into a [Name of Agreement] dated [Date] ("the Agreement"), under which you agreed to [describe your obligation] by [Date] for a consideration of ₹[Amount].
- That my client has duly performed [his/her/its] obligations under the Agreement, including [payment of ₹[Amount] on [Date] / other performance].
- That you have failed to [describe the breach] in violation of Clause [ ] of the Agreement, despite my client's reminders dated [Date(s)].
- That as a result of your breach, my client has suffered a loss of ₹[Amount], on account of [describe the loss].
- LEGAL BASIS:** That your conduct constitutes a breach of the Agreement, and you are liable to compensate my client for the loss caused under Sections 73 and 74 of the Indian Contract Act, 1872. My client is also entitled to seek specific performance of the Agreement under the Specific Relief Act, 1963.
- DEMAND:** You are hereby called upon, within 15 (fifteen) days of receipt of this notice, to:  
(a) [perform your obligations under Clause \_ / refund ₹[Amount]]; and (b) pay compensation of ₹[Amount] to my client.
- CONSEQUENCE:** Failure to comply will compel my client to [institute a suit for damages and / or specific performance before the competent court / invoke arbitration under Clause \_ of the Agreement], at your risk and cost, without further notice.

A copy of this notice has been retained in my office for record and further action.

Yours faithfully,

[Advocate's Signature]  
[Advocate's Name & Seal]  
Counsel for [Client Full Name]

**Enclosures:**

1. Copy of the Agreement
2. Proof of payment / performance
3. Copies of reminders sent

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