

## ADVOCATE'S LETTERHEAD

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

Date: [DD/MM/YYYY]

To,  
[Full Name of Recipient]  
[Complete Postal Address with PIN Code]

**Subject: Legal Notice regarding [nature of dispute]**

Sir/Madam,

Under instructions from and on behalf of my client, [Client Full Name], son/daughter/wife of [Name], residing at [Client Address] (hereinafter "my client"), I hereby serve upon you the following legal notice:

- FACTS:** That my client and you entered into [an agreement / a transaction / an arrangement] on [Date], under which [describe what each party agreed to do].
- That my client duly performed [his/her/its] obligations by [describe — payment made / goods delivered / services rendered] on [Date(s)]. Copies of the relevant documents are enclosed.
- That despite my client's repeated requests on [Date(s)], you have failed to [describe the default — pay / deliver / vacate / rectify].
- LEGAL BASIS:** That your above acts and omissions amount to [breach of contract / deficiency in service / non-payment of dues / other wrong] and render you liable under [Name of Act, Section \_\_\_\_].
- DEMAND:** You are hereby called upon to [state the exact demand — pay ₹[Amount] with interest at \_\_\_\_% per annum from [Date] / perform your obligation / vacate the premises / rectify the defect] within [15/30] days from the receipt of this notice.
- CONSEQUENCE:** Please take notice that if you fail to comply within the said period, my client shall be constrained to initiate appropriate civil and/or criminal proceedings against you before the competent court or forum, entirely at your risk as to costs and consequences, without any further notice.
- You are also liable to pay ₹[Amount] towards the cost of this 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. [List the documents enclosed]

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