

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 for Recovery of ₹[Amount] — [Brief reason]

Sir/Madam,

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

- FACTS:** That my client advanced a sum of ₹[Amount] to you on [Date] by way of [mode — bank transfer / NEFT / UPI / cheque], for the purpose of [purpose]. A copy of the transaction record / agreement is enclosed.
- That you had assured my client that the said amount would be repaid on or before [Date].
- That despite repeated oral and written requests on [Date(s)], you have failed and neglected to repay the said amount.
- LEGAL BASIS:** That your failure to repay constitutes a breach of your legal and contractual obligation and renders you liable under the provisions of the Indian Contract Act, 1872 and other applicable laws.
- DEMAND:** You are hereby called upon to pay the outstanding sum of ₹[Amount] along with interest at [rate]% per annum from [Date] until realisation to my client within 15 (fifteen) days from the receipt of this notice.
- CONSEQUENCE:** Please take notice that in the event of failure to comply, my client shall be constrained to institute appropriate civil proceedings for recovery, including a summary suit under Order XXXVII of the Code of Civil Procedure, 1908 where applicable, and/or other legal proceedings before the competent court, at your risk, cost and consequences, 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:

- Copy of bank statement / transaction receipt

2. Copy of agreement / messages acknowledging the debt

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