

ADVOCATE'S LETTERHEAD

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

Date: [DD/MM/YYYY]

To,
[Full Name of Tenant]
[Address of the Tenanted Premises with PIN Code]

Subject: Legal Notice for Termination of Tenancy, Eviction and Recovery of Rent Arrears
— [Property Address]

Sir/Madam,

Under instructions from and on behalf of my client, [Landlord Full Name], the lawful owner / landlord of the premises situated at [Full Property Address] ("the said premises"), I hereby serve upon you the following legal notice:

- FACTS:** That you are occupying the said premises as a tenant under a Rental Agreement dated [Agreement Date] at a monthly rent of ₹[Amount], payable on or before the [day] of each month.
- That you have failed to pay rent for [X] months from [Month/Year] to [Month/Year], and a sum of ₹[Total Amount] is outstanding as rent arrears.
- [Alternative — overstay:] That the said Rental Agreement expired on [Date] and you have failed to vacate the said premises despite requests.
- LEGAL BASIS:** That your continued default / occupation constitutes a breach of the terms of the tenancy. My client hereby terminates your tenancy in respect of the said premises with effect from the expiry of [15/30] days from the date of receipt of this notice, in accordance with Section 106 of the Transfer of Property Act, 1882 and the applicable State tenancy law.
- DEMAND:** You are hereby called upon to: (a) pay the outstanding rent arrears of ₹ [Amount]; and (b) quit, vacate and hand over vacant and peaceful possession of the said premises to my client on the expiry of the said period.
- CONSEQUENCE:** Failure to comply will compel my client to initiate eviction proceedings before the competent court / Rent Controller and to claim the rent arrears, mesne profits / damages for use and occupation and interest, 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 Rental Agreement
2. Statement of rent arrears

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