

Legal notice format for the recovery of money:

Ref. No.....

Dated _____,

REGD.A.D.

SUB.: LEGAL NOTICE

To,

Dear Sir/Madam,

Pursuant to the instructions from and on behalf of my client _____,
through its _____, I do hereby serve you with the following legal notice: –

- 1- That my client is a _____ firm/individual under the name and style of M/s _____.
- 2- That my client is engaged in the business of _____ of the ___ etc.
- 3- Against your valid and confirmed order my client did your job work from time to time on credit basis as you have a running credit account in the account books of my client operated in due course of business.
- 4- That my client-raised bills of each and every work performed for payment, although you have acknowledged the receipt of such bills raised by my client.
- 5- That in spite of acknowledging the liability of payment of principal balance of ₹ _____/- you have been miserably failed to make payment of the said amount due to my client from you deliberately with an intent, hence you are liable to pay the said principal balance amount of ₹ _____/- along with interest @ ___% p.a. from the date of due till actual realization of the said sum as is generally and customarily prevailing in the trade usages, which comes to ₹ _____/-
- 6- That thus you are liable to pay the total amount of ₹ _____/- to my above-named client and my above-named client is entitled to recover the same from you.
- 7- That my client requested you several times through telephonic message and by sending a personal messenger to your office for release of the said outstanding payment, but you have always been delaying the same on one pretext or the other and so far have not paid even a single paisa out of the said outstanding undisputed amount.

I, therefore, through this Notice finally call upon you to pay to my client ₹ _____/- along with future interest @ ___ % p.a. from the date of notice till actual realization of the said amount, together with notice fee of ₹ _____/- to my client either in cash or by demand draft or cheque, whichever mode suits you better, within a clear 30 days from the date of receipt of this notice, failing which my client has

given me clear instructions to file civil as well as criminal lawsuit for recovery and other miscellaneous proceedings against you in the competent court of law and in that event you shall be fully responsible for the same.

A copy of this notice has been preserved in my office for record and future course of action.

(_____)

ADVOCATE

NOTE: It is better to consult an expert before drafting a notice by yourself