

SAMPLE TEMPLATE — STATE VARIATION MAY APPLY

Legal Notice

Date: [DD MONTH YYYY]

BY REGISTERED POST WITH ACKNOWLEDGEMENT DUE

To,
[ADDRESSEE NAME]
[FULL ADDRESS]

Subject: Legal notice on behalf of [CLIENT NAME] — [BRIEF DESCRIPTION OF DISPUTE]

Sir / Madam,

Under instructions from and on behalf of my client [CLIENT NAME], son/daughter of [PARENT NAME], resident of [ADDRESS], I hereby serve upon you the following legal notice:

1. [STATE BACKGROUND / RELATIONSHIP BETWEEN PARTIES.]
2. [STATE FACTS GIVING RISE TO THE GRIEVANCE — chronologically, dates, transactions, breaches.]
3. [STATE THE LEGAL POSITION — relevant statute, contract clause, principle.]
4. [STATE THE CAUSE OF ACTION AND DAMAGE / HARM CAUSED.]
5. Notice is hereby given to you that you are required to:
 - (a) [SPECIFIC RELIEF SOUGHT — pay Rs. ___, return ___, vacate ___, perform ___];
 - (b) [TIMEFRAME — within [N] days from receipt of this notice];
 - (c) [ANY OTHER SPECIFIC RELIEF].
6. Failing compliance with the above within the said period, my client will be constrained to initiate appropriate legal proceedings against you, including but not limited to [CIVIL SUIT FOR / CRIMINAL COMPLAINT UNDER / CONSUMER COMPLAINT BEFORE], at your risk as to costs and consequences.
7. A copy of this notice is being kept in my office for record and reference.

Yours sincerely,

[ADVOCATE SIGNATURE]

[ADVOCATE NAME]

Advocate

[CHAMBER ADDRESS]

Enrolment No.: [BAR COUNCIL ENROLMENT NUMBER]

Mobile: [PHONE]

E-mail: [EMAIL]

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