Legal Notice

**[Your Name]**  
S/o or D/o [Parent’s Name]  
[Full Residential Address]  
Email: [optional] | Phone: [optional]

**Through Advocate:**  
[Your Advocate’s Name]  
[Advocate’s Address ]

**LEGAL NOTICE**

**To,**  
**[Recipient’s Full Name]**  
S/o or D/o [Parent’s Name]  
[Recipient’s Full Address]

**Date:** [DD/MM/YYYY]  
**Subject:** Legal Notice for [e.g., Non-payment of dues / Breach of Contract / Failure to vacate rented premises, etc.]

Sir/Madam,

Under instructions from and on behalf of my client **[Your Name]**, I hereby issue you the present legal notice as follows:

**1. That my client and you had entered into a [brief nature of relationship or transaction, e.g., loan agreement / tenancy agreement / service contract] on [insert date], whereby you had agreed to [mention obligation, e.g., repay ₹\_\_\_\_ within \_\_ days, vacate premises, deliver goods, etc.].**

**2. That in violation of the said agreement and despite repeated oral and written requests, you have failed to [mention breach or issue, e.g., make the payment / vacate the property / honour your commitment].**

**3. That your inaction and failure constitute a breach of contract and have caused my client financial loss, hardship, and inconvenience.**

**4. That my client reserves the right to initiate civil and/or criminal proceedings against you under relevant provisions of law including but not limited to [mention applicable laws, e.g., Indian Contract Act, Specific Relief Act, Indian Penal Code, etc.].**

**Therefore, through this notice, you are hereby called upon to:**

a) **[Primary demand — e.g., Pay the sum of ₹\_\_\_\_ within \_\_ days of receipt of this notice];**  
b) **[Secondary demand — e.g., Vacate the premises / Provide compensation / Return goods];**  
c) **Failing which, my client shall be constrained to initiate appropriate legal proceedings before a competent court of law entirely at your risk, cost, and consequences.**

This notice is issued to you without prejudice to any other rights and remedies available to my client in law or in equity.

Please treat this as most urgent.

**For and on behalf of my client**  
**[Client’s Name]**

**[Advocate’s Name]**  
(Signature)  
*Advocate for the Notice Sender*

**📝 STUDENT NOTES:**

🔸 **What is a Legal Notice?**  
It’s a **formal legal warning** sent before filing a case — usually used in civil matters. It gives the recipient an **opportunity to comply** before litigation.

🔸 **Is it compulsory?**  
Not in all cases, but **it is mandatory in some (like government-related suits)** under Section 80 CPC, and **highly recommended** in others (like breach of contract, rent disputes, recovery of money, etc.).

🔸 **What does it contain?**

* Facts of the case
* Details of the breach/wrongdoing
* Legal consequences
* A clear **demand**
* A **time frame** to comply (usually 7–15 days)

🔸 **Do I need a lawyer to send it?**  
Not legally — but **it’s strongly advised** because a well-drafted notice by an advocate **adds legal weight** and can even resolve the matter without litigation.

🔸 **How is it sent?**  
Via **Registered Post with Acknowledgement Due (RPAD)**, or by courier/email (if accepted by recipient). Always keep a **copy and proof of delivery**.

🔸 **What happens next?**

* If the recipient complies, the issue is settled.
* If they ignore or refuse, the sender can **file a case in civil court**. The legal notice becomes **evidence of prior intimation**.