**e**Ref. ID: {{Loan\_Id}}

**Subject.: Overdue Notice**

To, Date: {{date}}

**{{customer\_name}}**,

{{address}}

Dear Sir/Madam,

Sub: Overdue Notice for non-payment of due amount.

Pursuant to the instructions from and on behalf of my client, Goddard Technical Solutions Private Limited (“hereinafter referred to as “Avail Finance”), a digital lender acting in its capacity as a Service Provider, I do hereby serve you with the following Legal Notice: –

1. That, you have entered into a loan agreement with my client, Avail Finance” bearing Reference no. **{{Loan\_Id}}** for a total amount of **Rs {{EMI\_Amount}}/-.**
2. That, inspite of acknowledging the liability of **Rs {{Due\_Amount}}** you have deliberately failed to make payment of the due amount to my client with an overdue for nearly 15 (fifteen) days, hence you are liable to pay the said balance amount of **Rs {{Due\_Amount}}/- at the earliest**.
3. That my client has offered suggestions, extended options several times through telephone calls and messages for the clearance of the said outstanding payment. Unfortunately all the efforts vide various channels of communication have gone in vain and we have seen no sign of cooperation from your end. You are liable to pay the due amount and my client is entitled to recover the same from you. Also, as per the directives issued by The Reserve Bank of India, should you not make the payment towards your dues, your Account shall be classified as a Non Performing Asset (NPA).
4. Therefore, I call upon you, through this notice to clear all your dues to my client immediately upon receipt of this notice, failing which my client shall be construed to initiate legal actions as per the terms of the agreement in the competent court of law against you.
5. In that event, you are liable and responsible for all costs, risks, responsibilities, expenses and other miscellaneous proceedings borne by my client thereof. Also your account will be classified as a 'Defaulter' and this may severely impact your ability to borrow money in future.
6. To prevent and avoid the repercussions, you must submit the payment to my client through Avail App or alternatively through SMS sent on your mobile and upon making payment, my client will update the status of your account as well as notify me.

A copy of this Notice is kept in my office for record for any further necessary action. Further, you are also advised to keep the copy safe as you would be asked to produce in the court.

**Advocate Name**

**Advocate**