

Notice Format Under Section 138

Regd. AD/ UPC/ BY HAND

Dated _____ (date)

To

_____ (receiver's name)

Sub.:- Legal notice under Section 138 of the Negotiable Instrument Act.

Sir,

The cheque No. _____ (cheque no.) dated _____ (date) for an amount of _____ (amount) drawn on the _____ (name and address of branch) branch, was issued by you in lieu of discharge of your financial liabilities to us.

The said cheque was presented for payment but the same has been returned by your bank with the endorsement _____ (type of endorsement returned). The Bank has informed us through their cheque return memo dated _____ (return memo date).

You are now requested to make the payment of the above said amount immediately in accordance with the provisions of section 138 of Negotiable Instrument Act failing which we will initiate criminal proceedings against you as contemplated under the above said section.

This is for your information.

Yours

Name

Address