Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

# Subject: Legal Notice for Payment of Outstanding Dues

Dear [Recipient's Name],

This legal notice is being sent to you in regard to the outstanding payment of [amount] due under [describe the agreement, invoice, or loan, e.g., Invoice No. 123, Loan Agreement dated 01/01/2023, etc.].

Details of Outstanding Dues:

1. Amount Due: [amount]

2. Due Date: [due date]

3. Description: [brief description of the service, loan, or invoice, e.g., 'Payment for services rendered on 15/10/2023']

4. Reference: [reference number, invoice number, or agreement details]

Request for Payment:

Despite several reminders, the above-mentioned amount remains unpaid. We hereby request you to clear the outstanding dues of [amount] within [number of days, e.g., 7 or 15] days from the receipt of this notice.

Consequences of Non-Payment:

Failure to make the payment within the stipulated time will compel us to initiate legal proceedings against you to recover the outstanding amount, along with any additional costs, interest, and legal fees incurred.

Contact Information:

If you have already made the payment, please disregard this notice. For any queries or clarification, please contact us at [your phone number] or [your email address].

Sincerely,

[Your Full Name]

[Your Signature]