

# **LEGAL NOTICE**

Under Section 80 CPC / Section 138 NI Act / Other \_\_\_\_\_

Notice Reference No: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**TO,**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**FROM,**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Subject: Legal Notice regarding \_\_\_\_\_

Dear Sir/Madam,

Under instructions from and on behalf of my client (mentioned above), I hereby serve you this Legal Notice and state as under:

**1. BRIEF FACTS:**

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**2. CAUSE OF ACTION:**

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### **3. AMOUNT CLAIMED / RELIEF SOUGHT:**

Amount: ■ \_\_\_\_\_ (Rupees \_\_\_\_\_)  
OR

Relief Sought: \_\_\_\_\_  

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### **4. LEGAL PROVISIONS:**

Your actions constitute a violation of:  

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### **5. NOTICE AND DEMAND:**

My client hereby calls upon you to:  

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**within 15 days from the receipt of this notice**, failing which my client will be constrained to initiate appropriate legal proceedings against you at your risk as to costs and consequences, for which this notice shall serve as sufficient cause of action.

#### **Documents Enclosed:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Take notice that if you fail to comply with the above demands, my client will be compelled to initiate civil/criminal proceedings without any further reference to you.

Yours faithfully,

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Name: \_\_\_\_\_

(Advocate/On behalf of)

**IMPORTANT NOTE:** This is a template for reference only. For serious legal matters, it is strongly recommended to consult a qualified lawyer. Legal notices should be drafted carefully and sent through registered post/speed post with acknowledgment due.