**Mr. Ikram Raj**

**B. Com. LL.B.**

**Advocate.**

Dated: X-date.

Reg. A.D. / O.C.

To,

**Mr/s.** **X-name**

**ADDRESS -** **X-address.**

**Contact No. – X-number.**

Under the specific instructions ***of my client of Syntax typing,*** I am hereby directed to send you this legal notice as under.

1. That my above named client is doing business of Business Outsourcing Service (BPO) in the name and style of ***Syntax typing,*** at his above mentioned address. You are residing at your above mentioned address and are known to my client sinceyou availed online BPO assignment of ***(FORM FILLING)*** from ***Syntax Typing.***
2. That, you as on Dated: ***X-regdate*** completed registration with my client agreed upon the Terms & Conditions/Rules & Regulations by entering into Agreement on Non Judicial Stamp Paper of Rs. 50/- as on dt. ***X-regdate*** with my client with respect ***Data Outsourcing Assignments (FORM FILLING) vide Project ID No*** ***X-regnumber.*** Now according to clause no. 2 (2(b)) of terms and conditions of said agreement entered into by you with my client i.e. ***TAT (Turn Around Time)*** you have not submitted work with desired accuracy within stipulated period of X-days days mentioned in the agreement.
3. Client informed you for the same by sending you an email with respect to the non-submission of work assigned to you and for the very reason you have made liable yourself for the payment of utility and maintenance charges to my client because of non-submission of the work as per the accuracy.
4. In spite of consistent communications by my client through telecommunication and email you have not paid Rs. 3999/- of utility and maintenance charges for ***ID. No***. ***X-regnumber*** deliberately ignoring my client, knowing full well the grim consequences thereof. You are therefore liable **for civil as well as criminal legal action.**
5. By this notice, you are hereby instructed to pay the utility and maintenance charges of ***Rs. 3999/- within 2 days*** of the receipt of this notice, failing which, my client will straightway initiate legal remedy (civil as well as criminal) at Tis Hazari Court (New Delhi) and all the cost and consequences for the said proceedings/prosecution will be on your head of which take a serious note.
6. This notice is given to you because of your default and you are therefore liable to pay Rs. 3000/- as legal charges to my client.
7. Kindly Deposit 3999/- + 3000/-.

This notice is sent to you by Regd. A.D

New Delhi

Date- : X-date.

**M. Ikram Raj**

**Advocate**