

To,

The Opposite Party,

[Address of Opposite Party]

Subject: Legal Notice Regarding [e.g. Property Dispute / Loan Recovery / Breach of Agreement]

Respected Sir/Madam,

Under instructions and on behalf of my client Mr./Ms. [Client Name], resident of [Client Address], I hereby serve you this legal notice as follows:

1. That my client had [brief background of dispute, e.g., entered into a rental agreement on...].
2. That you have failed to [e.g., pay rent for the last 3 months / return the borrowed amount].
3. That despite repeated requests, you have [mention non-compliance].

Hence, through this legal notice, you are hereby instructed to [e.g., pay the due amount of INR _____ within 15 days] failing which legal proceedings shall be initiated against you at your own risk and cost.

This is without prejudice to all other legal rights and remedies available to my client.

Sincerely,

[Your Name]

Legal Representative

Date: [DD/MM/YYYY]