**Legal Notice for the recovery of dues**

Reference No…………….

Dated \_\_\_\_, \_\_\_\_\_\_\_\_\_\_

Registered Address

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

With regard to the instructions of my client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, resident of \_\_\_\_\_\_\_, I hereby serve you with the following Legal Notice: -

1. That my client is a \_\_\_\_\_\_\_\_\_\_\_ firm/individual under the name of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is engaged in the business of \_\_\_\_\_\_\_\_\_\_.
2. That against your valid and confirmed order my client did their job from time to time on credit basis as you have a running credit account in the account books of my client.
3. That my client-raised bills of each and every work performed for payment, the receipt of which hasbeen acknowledged by your side.
4. That in spite of acknowledging the payment of principal balance of Rs. \_\_\_\_\_\_\_\_\_/- you have continuously and deliberately failed to make payment of the said amount with mala-fide intent, hence you are liable to pay the said principal balance amount of Rs. \_\_\_\_\_\_\_\_\_\_/- along with interest @ \_\_% p.a. from the due date till actual realization of the said sum as is generally and customarily prevailing in the trade usages, which comes to Rs. \_\_\_\_\_\_\_\_\_\_/-.
5. That my client had requested you several times through calls and messages and by sending their subordinates to your office for release of the said outstanding payment, but you have always been delaying the same on one pretext or the other and so far have not paid even a single penny out of the said outstanding amount of Rs. \_\_\_\_\_\_\_\_.

I, therefore, on behalf of my Client, through this Legal Notice call upon you to pay to my client the outstanding amount of Rs. \_\_\_\_\_\_\_\_\_\_/-. along with future interest @ \_\_ % p.a. from the date of notice till actual payment of the said amount, coupled with notice fee of Rs. \_\_\_\_/- to my client either in cash or by demand draft or Cheque, within 30 days from the date of receipt of this notice, failing to which my client will be filing a civil as well as criminal lawsuit for recovery and other Miscellaneous proceedings against you in the competent court of law and in that event you shall be fully responsible for all the costs, risks, consequences and expenses thereof.

A copy of this Notice has been kept in my office for record and future purposes.

(\_\_\_\_\_\_\_\_\_\_\_\_)

ADVOCATE