

Legal Notice Format For Recovery of Money

[Letterhead of the Advocate]

Reference No: [Insert reference number] Date: [Insert date]

To, [Name of the Recipient] [Address of the Recipient]

Subject: Legal Notice for Recovery of Money

Dear Sir/Madam,

Under instructions from and on behalf of my client, [Client's Name], I hereby serve you with the following Legal Notice:

1. My client, [Client's Name], is a [individual/company] engaged in the business of [nature of business].
2. On [date], you entered into an agreement with my client for [brief description of the transaction/service].
3. As per the terms of the agreement, you were required to pay a sum of [amount in figures and words] to my client by [due date].
4. Despite repeated reminders and requests, you have failed to pay the outstanding amount of [amount in figures and words].
5. Your failure to pay the said amount has caused significant financial hardship and inconvenience to my client.
6. Through this notice, you are called upon to pay the sum of [amount in figures and words] within 15 days from the receipt of this notice.
7. If you fail to make the payment within the stipulated time, my client will be constrained to initiate appropriate legal proceedings against you, including but not limited to filing a suit for recovery of money in the appropriate court of law.
8. In such an event, you will be liable for all legal costs and consequences.

Please note that this notice is being sent without prejudice to my client's rights and remedies available under the law.

Yours sincerely,

[Advocate's Name] Advocate

[Advocate's Address and Contact Information]

Note: This template is for reference only. It's crucial to consult with a legal professional to ensure the notice meets all legal requirements and is tailored to your specific situation.