

GUIDELINE FOR DRAFTING LEGAL NOTICE



To,
Mr. Rahul Kumxx
R/o House no. 1234, Modxxx Town,
Noida, U.P India 1100XX

From,
Mr. Prem Kumxx
R/o House no. 34, Narxxx Town,
Delhi, India 1100XX

Addressee's & Sender's Information

Mention the name and address details of the individual, company or entity to whom the notice is addressed & of senders.

Dated : 09.11.20XX

Subject Matter & Date

Include a precise subject line that summarizes the purpose of the notice, usually within one line or

SUBJECT: LEGAL NOTICE FOR RECOVERY OF PAYMENT

I hereby serve upon you the following legal notice :

1. That you and I Were having friend relations with each other from last so many years and have visiting terms with each other.
2. That in the month of June 2021 You approached to me and requested me for a friendly loan of rupees Rs.2,00,000 (Two lakhs only) for a period of one year for urgent need and after considering the friendly relations with you I gave you Sum of Rs. 2,00,000 in cash in the presence of Marginal witnesses and at the time of borrowing the aforesaid amount you assured that you will return the amount within one year.
3. That after passing about one year that is in the month of June 2022, i approached to you and demanded the aforesaid friendly loan amount of Rs.2,00,000 But at that time you should your inability to pay the same and sought more time of 4-5 months from Me and on believing your words I kept waiting for the payment.
4. That consequently in the month of December I again approached you and demanded the aforesaid borrowed amount of Rs.2,00,000. Then you issued a cheque Bearing number 00036, Dated 10.01.2023 amounting to Rs.2,00,000

Narration of Facts

Describe the chronological events related to the grievance or dispute based on records and evidence gathered. Stick to factual information and avoid opinions or emotions.



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(Two lakh only) drawn on Kotak Mahindra Bank, Noida branch U.P in the favour of me and at the time of issuing the said check you assured that at the time of presentation the cheque would be encashed.

5. That Later I presented the said cheque With my bank, ICICI bank, branch Vikas Puri, Delhi. But the said check was dishonoured by my banker with the remarks "Account closed" while returning memo dated 12.01.2023.
6. That immediately I contacted you and disclose the fact about the dishonour of the said cheque and my client demanded the said cheque amount in cash from you, But since then you are passing the time by one pretext to another and now you instead of making the payment of the said cheque you have flatly refused to pay the said cheque amount to me in any manner and had also extended threats to face dire consequences.
7. That for discharging your liability you issued signed and delivered the above said cheque which was dishonoured by your bank as you have close your account. Thus you breached my trust & extended threats.

Relief You Want



Clearly state the specific actions or resolutions you seek from the recipient.

Declaration



Include a statement that failing to meet the demands within the set timeframe might compel you to take appropriate legal action without further notice.

I, therefore call upon you through this legal notice to return the amount of above said dishonoured check that is Rs.2,00,000 to me within 15 days from the receipt of this is legal notice failing which I shall be constrained to initiate appropriate civil as well as criminal proceedings against you totally on your cost risk and consequences.

premkumxx

Prem Kumxx

R/o House no. 34, Narxxx Town,
Delhi, India 1100XX

Time Limit



Include a timeframe within which you expect the recipients to respond to the notice or comply with your demands. Typically 15 days to 30 days is given. Specify your deadline clearly.





Language and Tone

- Maintain Formality
- Be Clear and Precise
- Avoid Emotionally-Charged Language

Review and Proofreading

- Check for Errors
- Ensure Consistency
- If you don't know laws don't mention it either just intimate that intention of Legal action

Serving the Notice

- Email
- Whatsapp
- Courier
- Speed Post

Next Steps After Sending the Notice

- Await a Response
- Plan for Possible Outcomes
- Opt for Legal Consultation Soon



ALL THE BEST

- Adv. Vidhi Kohli

