

Legal Notice (General Demand / Breach of Contract)

Drafting aid only ??? not legal advice. Have this reviewed and adapted by a qualified advocate before filing. Court-specific formatting rules may vary.

LEGAL NOTICE

To,
[NAME OF RECIPIENT/OPPOSITE PARTY],
[ADDRESS OF RECIPIENT]

Under instructions from and on behalf of my client, [NAME OF CLIENT], R/o [ADDRESS OF CLIENT] (hereinafter referred to as "my client"), I do hereby serve you with the following legal notice:

1. That my client and you had entered into [DESCRIBE THE AGREEMENT/TRANSACTION, WITH DATE].
2. That as per the terms of the said agreement/transaction, you were under an obligation to [DESCRIBE THE OBLIGATION ??? e.g., pay a sum of Rs. [AMOUNT], deliver goods/services, etc.] by [DUE DATE].
3. That despite repeated requests and reminders made by my client on [DATES OF PRIOR REQUESTS, IF ANY], you have failed and neglected to [DESCRIBE THE DEFAULT/BREACH], causing loss and inconvenience to my client.
4. That the aforesaid act/omission on your part amounts to [BREACH OF CONTRACT / DEFICIENCY IN SERVICE / WRONGFUL WITHHOLDING, AS APPLICABLE], for which you are liable in law.

I, therefore, on behalf of my client, call upon you to, within FIFTEEN (15) DAYS of receipt of this notice:

- (a) [STATE THE SPECIFIC DEMAND ??? e.g., pay a sum of Rs. [AMOUNT] along with interest @ [RATE]% per annum from [DATE]]; and/or
(b) [ANY OTHER DEMAND, e.g., deliver the goods/rectify the defect/vacate the premises].

failing which my client shall be constrained to initiate appropriate civil/criminal proceedings against you before the competent Court/Forum, entirely at your risk, cost and consequences, for which this notice shall serve as sufficient prior notice.

A copy of this notice has been retained in my office for record and future reference.

Place: [PLACE]
Date: 10-10-2026

[ADVOCATE'S NAME]
Advocate for [NAME OF CLIENT]
Enrolment No. [BAR ENROLMENT NO.]