

From:

[Your Name]

[Your Address]

[City, State, ZIP Code]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Date: [Date]

Subject: Legal Notice for Recovery of Advances

Dear [Recipient's Name],

This is to formally notify you that an advance amount of [Amount in words] ([Amount in figures]) was provided to you by me on [Date of Advance], for the purpose of [Purpose/Reason, if any].

Despite repeated requests and reminders, the said advance remains unpaid and outstanding as on the date of this notice.

I hereby call upon you to make payment of the aforesaid amount within [Number of days, e.g., 15] days of the receipt of this notice, failing which I shall be constrained to initiate appropriate legal proceedings against you at your sole risk, cost, and consequences.

You are requested to treat this notice as a final opportunity to settle the matter amicably.

Yours sincerely,

[Your Name]
[Contact Number]
[Email Address]