

Date: _____

To,

Ref: Demand Notice for Non-Payment of Dues

Subject: Legal Demand Notice for Non-Payment of Dues

Dear Sir/Madam,

This is to bring to your attention that an amount of INR _____ (in words: _____) remains outstanding against Invoice No. _____ dated _____, which was due for payment on or before _____. Repeated requests for payment, including our reminders dated _____ and _____, have not yielded any result.

You are hereby called upon to pay the aforesaid outstanding dues within fifteen (15) days from the date of receipt of this notice, failing which we shall be compelled to initiate legal proceedings against you for recovery of the said amount, along with applicable interest and legal costs, without any further notice.

We urge you to treat this notice as final and resolve the matter amicably by remitting the payment promptly to avoid unnecessary legal complications.

This notice is issued without prejudice to any other rights and remedies available to us under law.

Yours faithfully,

(Authorized Signatory)

Name: _____

Designation: _____

Place: _____