

Legal Notice for Recovery of Payment

From:

Name: _____

Address: _____

Contact No.: _____

Email: _____

To:

Name: _____

Address: _____

Date:

Subject:

Legal Notice for Recovery of Payment

Dear Sir/Madam,

This legal notice is hereby issued to you on behalf of my client, _____, regarding the outstanding payment of Rs. _____/- (Rupees _____ only), which is due and payable for the goods/services provided as per the agreement/invoice dated _____.

Despite repeated requests and reminders, the aforesaid amount remains unpaid till date. You are hereby called upon to pay the total outstanding amount of Rs. _____/- within 15 (fifteen) days from the date of receipt of this notice, failing which my client will be constrained to initiate appropriate legal proceedings against you at your risk as to cost and consequences.

Please treat this as a final legal notice. Kindly arrange to clear the dues at the earliest to avoid further legal action.

Yours faithfully,
