**NOTICE TO THE AGENT**

Registered A.D.

Ref No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

To

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[Name]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[Name of the Father]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[Address]]

Madam/Sir,

Under instruction and on behalf of my client, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[Name of the Client]] son of\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[Name of the Father of the Client]], resident of\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[Complete Address of the Client]]; I do hereby serve you with the following notice.

1. You are the agent of M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[Name of the Company]], against whom we have a claim of Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[Amount of Claim]], the detail of which is being enclosed along with this notice.
2. We, therefore, give you this notice for and on behalf of your principal above named that if your principal does not settle the claim and remit the amount of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [[Amount of Claim]] along with interest @ 18% per annum within 30 days from the date of receipt of this notice, legal proceedings shall be started against him and in that case your principal shall be solely responsible for the damages, compensation, cost of the case and other consequences.

Thanking you.

Yours truly,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the Advocate)

(Signature)

(Address)

(Contact)