Ref No. [[Format of the Reference No.]]

Date: [[Date]]

Place: [[Name of the Place]]

Registered A.D.

REPLY TO THE NOTICE

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]]; in reply to your notice dated [[Date of the Notice, I write to you as under:.

1. That my clients after going through the contents of the notice feel that this notice has not been given under the instructions of [[Name of the opposite Party]].
2. That as regards content in para 1 of the notice is not denied.
3. That para 2 of your notice is wrong, false and incorrect.

You are, therefore, called upon to instruct your client [[Name of the opposite Party]] as above. Please note in case of any litigation your client has to pay Rs. [[Amount of Cost or Legal Expenses]] the cost of this reply.

Thanking you.

Yours truly,

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

\*\*[[Name of the Advocate | UPPERCASE]]\*\*

[[Email: Identity | Signature]]

[[Address]]

[[Contact]]

**Note** : This reply is being sent to you under registered cover and certificate of posting to avoid any inconvenience.