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

Date: [[Date]]

Registered A.D.

LEGAL NOTICE

To

[[Name of the Representative]]

[[Name of Company]]

[[Address]]

Dear Sirs or Madams:

Under instruction and on behalf of my client [[Name of Firm/ Company]] Registered Office at [[Registered office Address]] I do hereby serve you with the following notice as follows:

1. This is with reference to our Contract entered into [[date of the Contract]] bearing Registration Number [[Number]].
2. It has been found that your company has constantly defaulted of the terms and conditions of the Contract [[Mention the breached conditions in detail]].
3. It is hereby informed that the said contract is being terminated with immediate effect.

Yours Truly,

DEPONENT

[[Deponent Email: Identity | Signature]]

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

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]