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

Date: [[Date]]

Place: [[Name of the Place]]

Registered A.D.

LEGAL NOTICE TO THE DEBTOR

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. Please refer the pronote dated [[Date on which money or loan was given]] under which a sum of Rs. [[Amount of Loan]] was given to you as loan on and interest of [[Rate of Interest in Percentage]] per annum.
2. It was also agreed that interest shall be paid on monthly basis by bank draft payable to our firm. It was further agreed that principal amount shall be returned by [[Agreed date for returning the Amount]].
3. We regret to say that so far you have not paid any interest and have also not returned our principal amount inspite of our repeated reminders.

However, we advise you to please return our principal amount alongwith up-to-date interest within 15 days from the date of receipt of this notice, failing which legal proceedings shall be started against you and in that case you shall be solely responsible for the consequences.

Yours truly,

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

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

[[Email: Identity | Signature]]

[[Address]]

[[Contact]]