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

Date: [[Date]]

Place: [[Name of the Place]]

Registered A.D.

NOTICE TO THE AGENT

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.

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 alongwith this notice.

We, therefore, give you this notice for and on behalf of your principal abovenamed that if your principal does not settle the claim and remit the amount of Rs.[[Amount of Claim]] alongwith 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 | UPPERCASE]]\*\*

[[Email: Identity | Signature]]

[[Address]]

[[Contact]]