GENERAL LEGAL NOTICE FORMAT — INDIA

Educational template | Adapt to the facts and applicable law; seek advocate review before sending.

ADVOCATE / SENDER DETAILS

[Advocate name and address, if applicable]
[Client / sender full name and address]
[Contact details]

DATE AND DELIVERY MODE

Date: [DD/MM/YYYY]
By: [Registered Post / Speed Post / email / other appropriate method]

TO

[Recipient full legal name / entity name]
[Complete address and PIN code]

SUBJECT

Legal notice concerning [brief and accurate description of dispute]

NOTICE BODY

Sir/Madam,

Under instructions from and on behalf of my client, [full name and address], I issue this notice as follows:

1. MATERIAL FACTS

That [state the relevant facts chronologically, including dates and the agreement / transaction].

2. BREACH / GRIEVANCE

That [describe the specific act, omission, default or grievance, with supporting details].

3. SUPPORTING RECORDS

That the relevant documents include [agreement, invoices, receipts, correspondence, account statement or other records]. Copies are enclosed where appropriate.

4. LEGAL BASIS

That the above facts may give rise to remedies under [identify the applicable contract / law only after verification].

5. SPECIFIC DEMAND

You are called upon to [state exactly what is required: payment, performance, cessation of conduct, documents, or other relief] within [reasonable / legally prescribed period] from receipt of this notice.

6. CONSEQUENCE

If you fail to comply, my client reserves the right to pursue appropriate remedies before the competent forum, subject to applicable law, without further notice where legally permissible.

7. RIGHTS RESERVED

All rights and remedies available to my client are reserved. Nothing in this notice should be treated as a waiver except as expressly stated.

SIGNATURE

[Advocate / authorised sender signature]
[Full name and details]

ENCLOSURES

1. [Document]
2. [Document]
3. [Document]

Important caution

There is no single universal legal notice format or deadline for every dispute in India. Some statutes and contracts prescribe specific requirements. For example, Section 138 of the Negotiable Instruments Act has specific notice and payment timelines; Section 80 CPC addresses certain suits against Government/public officers. Verify the current law and facts before using this template.