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

Date: [[Date]]

Place: [[Name of the Place]]

Registered A.D.

NOTICE CLAIMING DAMAGES FOR BREACH OF CONTRACT

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. That you had entered into a contract with me on [[Date of Contract]] at [[Place of Contract]] for the [[Content and Details of the Contract]].
2. That despite repeated requests from my side you [[Details of the Work which was not done as per the promise or the Contract]].
3. That on account of the breach of the aforesaid contract dated [[Date of Contract]] from your side, I have suffered a pecuniary loss of Rs. [[Amount of loss]] due to [[Reason of pecuniary loss]].

That through this notice you are called upon to compensate me for the aforesaid loss of Rs. [[Amount of Loss]] occurred on account of your negligence to perform your part of the contract, within fifteen days of the receipt of this notice, failing which I shall be compelled to initiate appropriate legal proceedings against you and in that case you shall also be liable to pay the cost of the proceedings also.

Thanking you.

Yours truly,

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

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

[[Email: Identity | Signature]]

[[Address]]

[[Contact]]