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

Date: [[Date]]

Place: [[Name of the Place]]

 Registered A.D.

NOTICE RELATING TO THE DISHONOUR OF CHEQUES

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 my client is the Owner/ Proprietor of M/s [[Name of the Business and Place]] and deals with the [[Domain of Business]].
2. That you came to my client’s shop on [[Date of Purchased]] and purchased [[items which were purchased]] for a sum of Rs. [[Amount of Transaction]].
3. That you issued Cheque No.[[Cheque No.]] dated [[Date on Cheque]] for Rs. [[Amount on Cheque]] drawn on The [[Name of the Bank, Branch and Place]].
4. That my client submitted both the Cheques in his account on [[Date on which cheques were deposited in Bank: Date]] and the same returned back to my client on [[Date of Cheque returned]] with an endorsement “payment stopped by drawer.”
5. That in fact the cheques issued by you have been dishonoured by the bank and my client could not get the amount of cheques.
6. That you have cheated my client intentionally by issuing the cheques and thereafter stopping the same.
7. That since the Cheques issued by you have been dishonoured by the bank as such you have committed criminal act and according to law you are liable to be prosecuted.

So through this notice you are called upon to pay a total sum of Rs. [[Claimed Amount: Number]] being amounts of two cheques to my client within 15 days of the receipt of this notice failing which my client shall be constrained file a criminal complaint against you in the competent Court of law and in that case you shall be liable for all the costs and consequences.

Please also pay a sum of Rs. [[Amount of cost or legal expenses]] as cost of this notice to my client.

Yours truly,

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

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

[[Email: Identity | Signature]]

[[Address]]

[[Contact]]