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

Date: [[Date]]

Place: [[Name of the Place]]

Registered A.D.

NOTICE RELATING TO THE NON-PAYMENT OF BILL’S AMOUNT BY THE PURCHASER

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 carrying on business of Electronics in wholesale and retail in the name and style M/s. [[Name of the Business]] from [[Complete Address of the Business]].
2. That you have purchased goods from my client shop on [[Date of Purchase]] for a sum of Rs.[[Amount of Purchase]] against Bill No. [[Bill No.:Number]].
3. That since you used to purchase goods from my client, a running account is with my client.
4. That you assured my client that you will pay the amount Rs.[[Amount of Purchase]] within a week but till now you have not paid the amount to my client.
5. That you have cheated my client intentionally by taking the goods and assured to pay the same within a week.
6. That now it seems that you do not want to pay the amount to my client.

So through this notice you are called upon to pay a sum of Rs. [[Due Amount: Number]] along with interest @ 18% p.a. to my client within 15 days of the receipt of this notice failing which my client shall file a Civil/Criminal case 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 Damages or Legal Expenses]] as cost of this notice to my client.

Yours truly,

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

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

[[Email: Identity | Signature]]

[[Address]]

[[Contact]]