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

Date: [[Date]]

Place: [[Name of the Place]]

Registered A.D.

LEGAL 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 or Agreement: Date]] at [[Place of Agreement]] for the [[Details of the deal or contents of the Agreement]].
2. That despite repeated requests from my side you [[what the opposite party could not do as per the agreement]].
3. That on account of the breach of the aforesaid contract dated [[Date of Contract or Agreement: Date]] from your side, I have suffered a pecuniary loss of Rs. [[Amount of loss]] which you are liable to pay.

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]]