**GENERAL FORM OF A NOTICE BYAN ADVOCATE**

Registered A/D 

Ref. No. \_\_\_\_\_\_\_\_\_   
  
Dated:\_\_\_\_\_\_\_   
  
From:   
  
To, \_\_\_\_\_\_\_\_\_   
  
Sub.: \_\_\_\_\_\_\_\_\_\_\_\_   
  
Dear Sir,   
  
Under the instructions and for and behalf of my clients, (give details, individual/firm/company/HUF etc. Name and RESI) I hereby serve upon you the following Notice:   
  
1. …………………………………   
  
2. ……………………………… 

3. …………………………………   
  
4. ………………………………… 

5. …………………………………   
  
6. ………………………………… 

7. ………………………………… 

8. …………………………………   
  
9. Under the circumstances, we ask you to pay of Rs. \_\_\_\_\_\_\_\_\_\_ (Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only) being the principal amount along with interest @ \_\_\_\_\_% per annum till the time of actual payment, within a period of \_\_\_\_\_\_\_ days from the date of receipt of this notice, failing which we have clear instructions from our client to take further necessary action against you in the competent court of law at your risk and cost.   
  
This is without prejudice to all other legal rights and remedies available to our client for the above-stated purpose.   
  
Kindly take notice.   
  
Copy of this notice is retained in our needs for further action if required.   
  
Yours faithfully,   
  
Advocate