

Sender's Name / Firm  
Sender's Address  
City, State, Zip Code  
Date: \_\_\_\_\_

To,  
Recipient's Name  
Recipient's Address  
City, State, Zip Code

## FORMAL LEGAL NOTICE

**SUBJECT:**

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**DEAR SIR/MADAM,**

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**STATEMENT OF FACTS:**

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**RELIEF SOUGHT:**

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**LEGAL BASIS:**

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**CONCLUSION / DEMAND:**

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Sincerely,

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Signature

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Name & Designation