

Legal Notice Letter

Sender's Details:

Name:
Address:
Phone:
Email:
Date:

Recipient's Details:

Name:
Address:

Subject:

Legal Notice regarding [brief description of matter]

Salutation:

Dear [Recipient's Name],

Body:

1. Introduction and reason for notice.
2. Relevant facts and background.
3. Details of claim/grievance.
4. Mention of supporting documents (if any).
5. Legal basis or references (if applicable).
6. Specific demand or relief sought.

Conclusion:

Kindly comply within [number of days] days from receipt of this notice.
Failing which, I/we shall be constrained to take necessary legal action.

Sign off:

Yours sincerely,

[Sender's Name]
[Signature (if printed)]