

Template for 1st reminder via registered mail or fax

Dear Sirs,

We would like to remind you that a sum of Rs. remains overdue in spite of the lapse of two months since we dispatched / provided the goods / services to you.

We shall be glad if you will send us a cheque to balance the amount immediately. If by any chance your cheque is already in the mail, please ignore this reminder and accept our thanks.

You may contact me on my private line listed below should you have any questions.

Sincerely,

**Template for 2nd reminder via registered mail or fax with in a gap
of 7 days from 1st reminder letter**

Dear Sirs,

We had written to you on, about the overdue balance in respect of dispatched / provided the goods / services amounting to Rs. which has probably escaped your attention.

We want your business, and we want you to feel that you are the privileged customer, you really are. You will receive continued good service in exchange for prompt payment.

You may contact me on my private line listed below should you have any questions.

Sincerely,

Template for 3rd/final reminder via registered mail or fax with in a gap of 7 days from 2nd reminder letter

Dear (name),

We are hereby writing to you concerning invoice number: (XIF 94750-34), due for payment on (date/month/year). This payment is now (X) months over due, despite our previous reminder letters concerning the issue.

We regret to inform you that (name of company) will be commencing legal proceedings against (name of late payment company) without further delay, for the recovery of all outstanding moneys owed, associated interest incurred to date, as well as any associated legal costs required for the case.

We have enclosed one final copy for your records of the outstanding invoice should you wish to pay immediately.

You may contact me on my private line listed below should you have any questions.

Sincerely,

Template for Legal Notice Format for Dues Recovery or Application for Recovery of Dues with in a gap of 7 days from 3rd and final reminder letter

Dear Sir,

Pursuant to the instructions from and on behalf of my client _____, through its _____, I do hereby serve you with the following Legal Notice: -

- 1- That my client is a _____ firm under the name and style of M/s _____.
- 2- That my client is engaged in the business of _____ of the ___ etc.
- 3- That against your valid and confirmed order my client did your job work from time to time on credit basis as you have running credit account in the account books of my client operated in due course of business.
- 4- That my client-raised bills of each and every work performed for payment, although you have acknowledged the receipt of such bills raised by my client.
- 5- That inspite of acknowledging the liability of payment of principal balance of Rs. _____/- you have been miserably failed to make payment of the said amount due to my client from you deliberately with malafide intent, hence you are liable to pay the said principal balance amount of Rs. _____/- alongwith interest @ ___% p.a. from the date of due till actual realization of the said sum as is generally and customarily prevailing in the trade usages, which comes to Rs. _____/-
- 6- That thus you are liable to pay the total amount of Rs. _____/- to my above named client and my above named client is entitled to recover the same from you.
- 7- That my client requested you several times through telephonic message and by sending personal messenger to your office for release of the said outstanding payment, but you have always been dilly delaying the same on one pretext or the other and so far have not paid even a single paisa out of the said outstanding undisputed amount.

I, therefore, through this Notice finally call upon you to pay to my client Rs. _____/- along with future interest @ ___ % p.a. from the date of notice till actual realization of the said amount, together with notice fee of Rs. _____/- to my client either in cash or by demand draft or Cheque which ever mode suits you better, within clear 15 days from the date of receipt of this notice, failing which my client has given me clear instructions to file civil, criminal., suit for recovery and other Misc. proceedings against you in the competent court of law and in that event you shall be fully responsible for the same.

A coy of this Notice has been preserved in my office for record and future course of action.

(_____)

ADVOCATE