**Form of a notice from an individual**

**FROM :**

…………………

…………………

…………………

To

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……………….

……………….

Sub : Dishonour of Cheque

Dear Sir,

1. You are well aware that we have supply …………….(goods) to you vide Invoice No……… dated………… of Rs……….. and same was according to your full satisfaction. To discharge your liability you have issued cheque bearing No……..…. dated……….. of Rs………… drawn on …………………. Bank ……………Branch. The said cheque deposited in our ……………………. Bank on ………………… upon inquiry we shock and surprised that said cheque was dishonoured by your Bank for the reason “insufficient fund” in your bank Account vide banker memo dated …………

2. That you are required to take a notice of demand under section 138 of the Negotiable Instruments Act, 1881 and to pay the whole amount of the cheque within a period of 15 days from the receipt of this notice failing which you shall become liable to be prosecuted under the penal provisions of the said section.

Therefor you are called upon to pay the Amount of dishonoured cheque of Rs………… within 15 days of receipt hereof failing which, you shall do so at your own responsibility and shall be liable for legal action both under the civil as well as under the criminal law applicable as on date. You are further liable for the cost of this notice.

Yours faithfully