**Notice for Business Outstanding**

Registered A.D./UPC/Hand delivery

To

……………………….

……………………….

……………………….

Dear Sir,

On behalf of our clients ………………………… having their address at………………………. We have to address you as under :

1. That from last several years you having a number of business transactions with our clients and in connection thereof, our clients have been maintaining an account in respect of said transaction had with you.

2. That our clients books of account Rs……………. is due and payable by you and towards the part payment you have issued cheque for Rs…………..……….. dated …………… drawn on…………..being cheque No………. dated………….. which was however, dishonoured on presentation by your bankers for the reason ………….………………………….. vide bank memo dated …………..

3. That the dishonour of the cheque as aforesaid clearly shows your *mala fide* intentions and ulterior motive. The dishonour of the said cheque as aforesaid also amounts to criminal offence under the provisions of the Negotiable Instruments Act, 1881 i.e. sections 138 to 142.

Under the circumstances we hereby call upon you to make the payment of the dishonoured cheque of Rs…………… within a period of 15 days from the date of receipt hereof, failing which, we have peremptory instructions from our clients to take appropriate action against you under the provisions of the Negotiable Instruments Act, 1881.

You are also liable to pay a sum of Rs…………towards the cost of this notice.

Yours truly,

ADVOCATE