

LEGAL NOTICE GUIDE



A STEP-BY-STEP GUIDE TO ISSUE AN EFFECTIVE LEGAL NOTICE



A legal notice is the first formal step before taking legal action. It puts your rights on record and gives the other party a chance to respond.

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| | 1. IDENTIFY THE ISSUE
Clearly understand your grievance and collect all relevant facts, documents and evidence. | ☐ |
| | 2. IDENTIFY THE RESPONDENT
Ensure the correct name, address and designation of the person or entity. | ☐ |
| | 3. STATE THE FACTS
Briefly and chronologically mention the background, agreements, events and what went wrong. | ☐ |
| | 4. MENTION YOUR LEGAL RIGHTS
State how the other party has violated your rights or the agreement or law. | ☐ |
| | 5. DEMAND / RELIEF SOUGHT
Clearly mention what you want – payment, action, refund, apology, specific performance, etc. | ☐ |
| | 6. SET A REASONABLE TIME
Give a reasonable time (usually 7 to 15 days) to respond or comply. | ☐ |
| | 7. CONSEQUENCES OF NON-COMPLIANCE
Mention that legal action will be initiated without further notice if your demands are not met. | ☐ |
| | 8. SIGN & AUTHORISE
The notice should be signed by you or your advocate with proper authorisation. | ☐ |
| | 9. SEND THE NOTICE PROPERLY
Send via Registered Post AD / Speed Post / Courier & email. Keep proof of delivery safely. | ☐ |
| | 10. KEEP A RECORD
Maintain a copy of the notice, tracking receipt, enclosures and all related communications. | ☐ |



REMEMBER:

A well-drafted legal notice can help resolve disputes quickly, strengthen your legal position and save time, money and stress.



WHEN TO SEND A LEGAL NOTICE?

- ✓ Non-payment of dues
- ✓ Breach of contract
- ✓ Defamation
- ✓ Property disputes
- ✓ Cheque bounce / recovery
- ✓ Any legal rights violation



NEED LEGAL HELP?

Our advocates can draft strong legal notices and represent you if the matter proceeds to court.



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