

Notice on behalf of the Supplier of Goods

Shri XYZ,

Residing at _____,

_____,

_____,

Att: Mr. _____

Sub.: Non-Payment of the dues

Dear Sir,

On instruction from my clients _____, having their registered office at _____, I hereby give you notice as under:

1. In accordance with an order placed by you, my clients at your request delivered goods, as follows:

Sr. No	Name of the consignees	Invoice No	Date	Amount
1.	ABC	1234	12.11.2000	Rs.
2.	PQR	5678	12.11.2000	Rs.
Total Rs.				

2. The goods were received by the consignees who appropriated the same to their use without any objection as to quantity or quality. However you failed and neglected to make payment of the said amount of Rs. _____ or any part thereof.
3. My clients sent repeated reminders to you asking for payment of the above amounts, and also wrote a letter dated _____, setting out particulars of the transactions and the amount due for payment.
4. By your reply dated _____ you alleged that your banker, HIJ Bank Ltd, Turbhe Branch has issued on _____, two pay orders in favour of my clients for _____/- each. By the said reply you advised my clients to fax intimation if my clients had not received the said pay orders. On the very same day, i.e. _____, my clients endorsed on your said letter that they had not received the payment and demanded payment immediately. The said endorsement was faxed to you on _____. However you did not make any payment.
5. My clients wrote a letter to you dated _____ reiterating that they had not received the alleged Demand Drafts Pay Orders and demanded payment. However, no payment was made.
6. By their letter dated _____, our clients once again demanded payment of the outstanding amount and stated that if payment was not made by _____, interest would be charged at ____% from the date of the invoice. By your letter dated _____ you alleged that the Bank had agreed to issue duplicate orders in my clients favour and that the matter would be sorted out soon. However, my clients received no payment. By their reminder dated _____, my clients repeated their demand for payment. However, you still failed and neglected to make payment of the said sum or any part thereof.
7. In the circumstances, my clients are of the view that you have no intention of making payment of the amounts outstanding. My clients have instructed me to call upon you, which I hereby do, to pay within 15 days of the receipt of this notice the aforesaid sum of Rs. _____ together with interest thereon at ____% per annum from _____ till payment.

8. Please note that if you fail to make payment as demanded, my clients will take such legal measures against you as they may be advised for recovery of the said sum at your entire risk as to the costs and consequences thereof.

Yours truly,

cc: 1. ABC

2. PQR