

Legal Notice Form Sample for Loan Recovery

This **legal notice form** sample is designed to assist in the loan recovery process by providing a clear and formal template. It ensures all necessary details are included to enforce repayment in a professional manner. Using this form can help protect your legal rights and facilitate effective communication with the borrower.

Legal Notice for Loan Recovery

From:

[Your Name / Organization Name]
[Your Address]
[City, State, ZIP Code]
[Contact Number]
[Email Address]

Date: [Date]

To:

[Borrower's Name]
[Borrower's Address]
[City, State, ZIP Code]

Subject: Legal Notice for Recovery of Loan Amount

Dear [Borrower's Name],

This is to formally inform you that an amount of **Rs./\$ [Loan Amount]** was advanced by me/us to you on **[Loan Date]** as a loan. As per our agreement, the loan was to be repaid by **[Repayment Due Date]**. Despite several reminders, the above-mentioned amount is still due and outstanding.

You are hereby requested to make the payment of the said amount together with applicable interest, if any, within **[Number of Days, e.g., 15 days]** from the receipt of this notice. Failure to do so will compel us to take appropriate legal action against you for the recovery of the outstanding dues, without any further reference.

We sincerely hope that you will treat this notice with utmost urgency and avoid any legal complications.

Yours sincerely,

[Your Name / Signature]

This is a sample legal notice format. Please consult a qualified legal professional to customize this document to your specific needs and in accordance with the laws applicable in your jurisdiction.