Ref. No…………….

Date-

**NOTICE FOR CLEARANCE OF OUTSTANDING DUES**

To,

***Name of the Debtor,***

***Address***

Dear ***\_\_\_\_\_\_\_\_\_\_ (Name of the debtor),***

The notice is hereby issued to you for the clearance of the outstanding dues which are valid and confirmed by you against the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mention the summary of the pending dues against the work done.)

I/ we have raised all the invoices of each and every event or work performed for payment. In spite of acknowledging all the invoices and accepting the liability of payment of the balance of Rs. \_\_\_\_\_\_\_\_\_/- you have failed to make payment of the said amount, hence you are required to pay the balance amount of Rs\_\_\_\_\_\_\_\_\_ at earliest.

I/ we are continuously following up with you through calls, emails, text / WhatsApp messages and also by sending personnel to your office for release of the said outstanding payment, but you have always been delaying the same on one pretext or the other and so far have not paid even a single rupee out of the said outstanding undisputed amount.

I/we, therefore, through this Notice finally call upon you to pay us Rs. \_\_\_\_\_\_\_\_\_\_/-. Along with interest @ \_\_\_\_\_ % p.a. from the date of receipt of notice till actual realization of the said amount to us either by demand draft, Cheque, NEFT or RTGS which ever mode suits you better.

You are required to clear all the outstanding dues within \_\_\_\_\_\_ days from the date of receipt of this notice, failing which I/ we will be forced to send a legal notice against you in the competent court of law and in that event you shall be fully responsible for the same.

Yours sincerely,

***Name***

***Designation***

***PS- Please find attached the copy of all the outstanding invoices.***