

Legal Notice Specimen

General Pre Litigation Demand Notice for Pakistan

Important: This is a neutral starting specimen, not a notice for every dispute. Before use, verify the governing law, limitation period, contract notice clause, correct recipient, required contents, response period and permitted service method. A statutory notice may require different wording and timing.

Date	[DATE]
Sent by	[REGISTERED POST / COURIER / HAND DELIVERY / PERMITTED EMAIL]
To	[RECIPIENT NAME AND COMPLETE SERVICE ADDRESS]
From	[SENDER OR CLIENT NAME AND COMPLETE ADDRESS]
Subject	LEGAL NOTICE REGARDING [SHORT DESCRIPTION OF DISPUTE]

Dear [NAME OR DESIGNATION],

- 1. Authority and parties.** I act for and on the instructions of [CLIENT NAME], [IDENTITY OR BUSINESS PARTICULARS WHERE RELEVANT], of [ADDRESS], referred to in this notice as my Client. This notice is addressed to [RECIPIENT NAME AND STATUS].
- 2. Relationship or transaction.** On [DATE], the parties [ENTERED INTO THE AGREEMENT / COMPLETED THE TRANSACTION / BEGAN THE RELEVANT RELATIONSHIP]. The material terms included [STATE ONLY THE TERMS NEEDED TO UNDERSTAND THE CLAIM]. Copies of the principal supporting records are identified in Schedule A.
- 3. Material facts.** [SET OUT THE IMPORTANT EVENTS IN DATE ORDER. IDENTIFY WHAT THE RECIPIENT DID OR FAILED TO DO, THE COMMUNICATIONS ALREADY EXCHANGED AND ANY PART PERFORMANCE. USE FACTS THAT CAN BE SUPPORTED. DO NOT COPY ACCUSATIONS THAT ARE NOT RELEVANT OR VERIFIED.]
- 4. Breach or grievance.** My Client's position is that [IDENTIFY THE PRECISE BREACH, DEFAULT, NON-PAYMENT, DEFECT, UNAUTHORISED ACT OR OTHER GRIEVANCE]. The obligation relied upon arises from [CONTRACT CLAUSE / STATUTE / DUTY / OTHER IDENTIFIED BASIS], subject to final legal review.
- 5. Loss or continuing effect.** As a result, my Client has [DESCRIBE THE PRESENT LOSS, UNPAID AMOUNT, PROPERTY IMPACT OR OTHER CONSEQUENCE]. The presently quantified amount is PKR [AMOUNT], calculated as [SHORT CALCULATION]. My Client reserves the right to correct or update the calculation where permitted.

Demand and Opportunity to Resolve

6. Required action. You are called upon to [PAY / RETURN / DELIVER / CEASE / RECTIFY / PERFORM] the following: (a) [FIRST ACTION]; (b) [SECOND ACTION]; and (c) [THIRD ACTION, IF ANY].

Payment, delivery or confirmation should be made to [DETAILS OR AGREED METHOD].

7. Response period. Please provide a complete written response and perform the required action within [NUMBER] days after receipt of this notice, or within the different period required by the governing statute or contract. Do not insert an arbitrary deadline if a special law controls the response period.

8. Documents and response. If you dispute any material fact, identify it specifically and provide copies of the records on which you rely. If you propose settlement, state the complete proposal, performance date and person authorised to conclude it.

9. Preservation of records. Please preserve relevant agreements, invoices, receipts, correspondence, messages, electronic records, recordings, delivery records, account entries and other evidence. This request does not require disclosure contrary to law or privilege.

10. Further proceedings. If the matter is not resolved within the applicable period, my Client may consider the civil, consumer, contractual, regulatory or other remedy available on the verified facts, without further informal correspondence where legally permissible. Nothing in this specimen determines jurisdiction, admissibility, liability or the relief a competent forum may grant.

11. Rights reserved. This notice states my Client's present position on the information currently available. No right, claim, defence, remedy or legally applicable period is waived by an omission or by an attempt to resolve the dispute.

Yours faithfully,

Name: _____

Capacity and enrolment details where applicable: _____

Address, telephone and email: _____

Signature and date: _____

Proof of Dispatch and Delivery

Dispatch date	
Method and provider	
Tracking or receipt number	
Delivery date and recipient	
Undelivered return or other proof	

Schedule A Facts and Supporting Records

Complete this schedule before finalising the notice. Use exact names, dates and amounts from reliable records. Remove every drafting instruction and do not send sensitive documents that are unnecessary for the purpose.

Information to verify	Completed details
Sender or client details	
Recipient and correct service address	
Relationship or agreement	
Material dates in order	
Obligation or representation relied upon	
Breach or grievance	
Amount claimed and calculation	
Remedy or performance required	
Prior correspondence	
Contractual notice clause	
Special statute or forum	
Limitation or filing deadline	
Supporting documents	
Proposed response period	

Drafting Checklist

- Confirm the recipient's legal name, capacity and address instead of relying only on a trading name or old invoice.
- State verified facts in chronological order and separate facts from allegations, legal conclusions and settlement proposals.
- Identify the exact obligation and relief rather than threatening every possible proceeding.
- Check whether the agreement requires notice to a nominated address, officer, email account or dispute-resolution process.
- Check whether the governing statute requires prescribed wording, attachments, a waiting period or delivery proof.
- Keep the signed notice, every enclosure, postal or courier receipt, tracking result, delivery acknowledgement and reply.
- Do not assume that sending a legal notice stops a limitation period or extends a court filing deadline.

Special Notice Checkpoints

The general specimen must be adapted or replaced where a special law or contract controls. The following checkpoints are examples, not an exhaustive list.

Consumer claim in Punjab

Section 28 of the Punjab Consumer Protection Act, 2005 contains a written-notice step for a consumer claim and gives the manufacturer or service provider fifteen days after receipt to reply. It also connects the notice and proof of delivery to whether the Consumer Court will entertain the claim and contains a separate filing period. Verify the current Act, the cause-of-action date, forum and delivery evidence before using this specimen.

Suit against government or a public officer

Section 80 of the Code of Civil Procedure, 1908 addresses notice before certain suits against government or a public officer acting in an official capacity. It specifies recipients, particulars and a period before institution, subject to the exact law applicable to the intended suit. A general demand letter should not be treated as automatic compliance.

Contractual notice clause

A contract may define when notice is effective, the permitted method, the nominated address, a cure period and a staged dispute process. Follow the agreed clause precisely where it applies. Sending a notice only by WhatsApp or ordinary email may be inadequate if the contract requires another method.

Tenancy employment banking tax and regulated matters

Notices in tenancy, employment, banking, tax, company, intellectual-property and other regulated matters can require different recipients, grounds, forms, forums and time limits. Confirm the governing regime before adapting a general notice.

Final Review Before Dispatch

Review point	Checked by and date
Facts and names match the supporting records	
Legal basis and forum have been checked	
Limitation and filing deadlines have been recorded	
Contract statutory and service requirements have been followed	
Signed copy and dispatch evidence will be retained	

General information only: This specimen does not create a lawyer-client relationship, guarantee a response or determine the correct remedy. Obtain advice where the dispute is urgent, high-value, contested, defamatory, criminal, regulated or close to a filing deadline.