



Legal Notice Drafting Checklist

Prepared by Vishal Saini Advocate

<https://vishalsainiadv.com>

BEFORE DRAFTING

- ☐ Identify the purpose (recovery, defamation, eviction, etc.)
- ☐ Collect all relevant facts and documents
- ☐ Confirm recipient's full legal name and address
- ☐ Check applicable legal provisions (e.g., Indian Contract Act, CPC, etc.)

STRUCTURE OF NOTICE

- ☐ Proper letterhead with advocates name, address, and contact
- ☐ Clear subject line (e.g., Legal Notice for Non-Payment of Dues)
- ☐ Brief introduction of sender and recipient
- ☐ Detailed statement of facts in chronological order
- ☐ Legal grounds supporting the claim
- ☐ Specific demand or relief sought
- ☐ Time frame to comply (usually 7/15/30 days)
- ☐ Mention of legal consequences in case of non-compliance

tone & language

- ☐ Use professional and polite language
- ☐ Avoid threats or defamatory language
- ☐ Ensure clarity and brevity
- ☐ Avoid repetition or unnecessary detail

LEGAL VALIDITY

- ☐ Ensure legal provisions cited are relevant
- ☐ Mention authority to represent client (if sent by advocate)
- ☐ Ensure signature of advocate and date



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☐ Send via Registered Post/Speed Post/Email with delivery tracking

AFTER SENDING

☐ Retain copy of signed legal notice

☐ Keep postal receipt or delivery confirmation

☐ Record date of dispatch and expected response deadline

☐ Prepare next legal action if no response (e.g., filing a case)