Sample Letter

This is the sample of a Legal Action Letter.

From,

Bhargav Sundereshwar,

12/11, Asiad colony,

Chennai

Date: 26 April 2017

To,

Prasad Yadav,

16/1062, LIC Colony,

Chennai

Subject: piling of the loan amount

Dear Mr. Prasad,

This letter is sent to inform you that your loan amount has been piling up as you have stopped making payments for the past one year. We have sent you several reminder letters to inform you. You never responded to our letters or emails. The amount is huge, and hence we regret to inform you that as there is no communication from your side, we do not have any other option except to take legal action.

We genuinely never want to take such an extreme step for our customers and would always help the customers to repay their dues. You have an option of paying back the amount within ten days. If you can contact us at the earliest, we can take necessary action. In case you fail to pay the amount or do not receive any communication, you will have to face the consequences. This is the last letter being written to you, and from now onwards, our lawyer will deal with the issue.

Yours Sincerely,

Bhargav Sundereshwar,

Branch Manager,

ICICI Bank.