

LEGAL SERVICES

Legal Notice

Document Checklist for Legal Services

For drafting and sending a Legal Notice to the opposite party before initiating formal legal proceedings.

Documents Required

- PAN card and Aadhaar card / identity proof of the sender
- Address proof of the sender and recipient
- Details of the dispute/grievance (facts, dates, amounts involved)
- Supporting documents related to the matter (agreements, invoices, correspondence)
- Details of previous communication with the opposite party, if any
- Relief/remedy sought from the recipient

Note: The above list indicates commonly required documents. Additional documents may be requested by the concerned court, tribunal or authority depending on the specific case. Expert Registration confirms the exact requirement after a brief consultation.