

## Sample Reply to Legal Notice

From:

Rohit Sinha

F-14, Lotus Residency

Gurugram, Haryana - 122002

Mobile: +91-98XXXXXX90

Email: rohit@email.com

Date: 2 August 2025

To,

M/s Legal Solutions & Co.

Through Advocate Ms. Priya Menon

A-121, Connaught Place

New Delhi - 110001

Subject: Reply to your Legal Notice dated 25 July 2025 regarding alleged recovery of money

Sir/Madam,

I acknowledge receipt of your above-mentioned legal notice on behalf of your client, Mr. Amit Verma. After a careful perusal of the contents, I wish to submit my formal reply as follows:

1. At the outset, all allegations and statements made in your notice, except those specifically admitted herein, are strongly denied and refuted.
2. With reference to the claim of Rs. 1,00,000/- towards business consultancy charges, it is respectfully submitted that I have already paid the full and final amount as mutually agreed on 3 May 2025. Payment was made via NEFT, transaction reference no. 2142XXXX, which was duly acknowledged by your client through WhatsApp on 4 May 2025. A copy of the bank statement and the WhatsApp acknowledgment is attached herewith for your record.
3. Your allegation of non-cooperation and breach of contract is baseless. I have fulfilled all contractual obligations and have documentary proof of communications, deliverables, and payment records.
4. I deny any further liability towards your client. If your client believes there is an outstanding amount, kindly provide a detailed account statement, with proof, for my review. In the absence of the same, your claim is

unsubstantiated.

5. I reserve my right to take appropriate legal action against any further false, frivolous, or defamatory communications made by your client in this regard.

Accordingly, your claims as set out in the said legal notice are unfounded, and are hereby denied. Kindly treat this as my formal and final response. No further correspondence on this matter may be necessary unless accompanied by valid supporting evidence.

Thanking you,

Yours sincerely,

[Signature]

Rohit Sinha

Enclosures:

1. Bank statement proof of payment
2. WhatsApp message acknowledgment copy

Disclaimer: This sample reply is for educational and informational purposes only. For personalized legal advice or to draft a customized reply, please consult a qualified lawyer or contact AdvocateMart.com.