

## NOTICE OF DEMAND FOR THE AMOUNTS DUE FOR GOODS SOLD AND DELIVERED

**BY COURIER/REGISTERED A/D/SPEED POST**

Date: \_\_\_\_\_

To,

Dear Sirs,

On behalf of my clients M/s. \_\_\_\_\_, I have to address you as under: -

1. Pursuant to your requests and purchase orders, my clients have sold, supplied and delivered to you the goods, the particulars whereof are as under: -

| Sr. No. | Invoice / Bill No. | Invoice / Bill date | Purchase Order date | Date of Delivery of goods | Particulars of goods | Due date for payment | Invoice amount (Rs.) |
|---------|--------------------|---------------------|---------------------|---------------------------|----------------------|----------------------|----------------------|
| 1.      |                    |                     |                     |                           |                      |                      |                      |
| 2.      |                    |                     |                     |                           |                      |                      |                      |
| 3.      |                    |                     |                     |                           |                      |                      |                      |
| 4.      |                    |                     |                     |                           |                      |                      |                      |

**FURTHER  
PREVIEW  
NOT  
AVAILABLE**

PREVIEW