

FACULTY OF JURIDICAL SCIENCES

COURSE: B.A.LL.B./BBA.LL.B./LL.B.

Semester - II

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Lecture-29



Steps to write legal notice

Writing a notice might seem like an easy task but can be cumbersome if you fail to keep track of the following things. Firstly, your lawyer or the person writing the legal notice must have sufficient knowledge about the subject – ‘How to draft a legal notice.’

1. Avoid making every word, or most of it abbreviated.
2. The entire legal notice is not written in capital words.
3. Never use confusion-creating words. It includes this (at the beginning), we, me, us, etc.
4. The correct place to put the date in your legal notice is either extreme left or right of the top or bottom sides.
5. The capital letters mention the caption, emphasizing words, crucial information, and organization name.
6. Frame your sentences into simple English language. It will make your content look more apparent to the reader.
7. Proofreading is required at least twice before you share the legal notice. First, it ensures that your information is free of all grammatical errors.
8. The entire content of the legal notice is written within a ‘Box.’
9. Few notices allow using the short sentences having symbols or abbreviations for some words, not all.

10. Strictly avoid using jargon or unnecessary words. Example, ‘In contrast to this,’ ‘The said item,’ or ‘Here to say that.’ It populates the notice making it look more sophisticated and clouded.

11. The person issuing the legal notice often writes their signature, then full name and designation at the end.

12. Keep track of the word count. Exceeding the word limit puts you under an obligation to pay the penalty. In general, the body of the notice has only 50 words.

13. The length of the sentences ideally is short and crisp. While writing short sentences, make sure to keep the purpose of your legal notice apparent.

14. Use positive sentences and avoid writing them in a negative tone.

15. Get your legal notice checked by the notice expert writer. It will help you have a crisp dissertation and save you from rejection due to unclearness when reviewed by the arbitrator.

Format of legal notice

A legal notice has a specific format in place. Follow the provided design for active drafting.

1. General Information

Start with detailing your basic information for the sake of clarity to the addressee. At the beginning of the legal notice, a sender needs to include his original details consisting of his full name, current living address, and other detailed explanation about his profile.

2. Testimony stating the reason behind taking this action

Every single piece of information you provide in the legal notice is in the form of a paragraph. The significant statements addressing different sections make it easier for the addressee to read and understand. Every paragraph consists of the disputes, vital facts, and relevant arguments favoring the initiation of taking steps of sending the legal notice. The sender is free to add all the

proof, even the verbal communication they had earlier with the other party, to support his statement.

3. Relief Sought Part

The sender needs to add in-depth knowledge and description about the relief sought. It is generally added in the last ending paragraph of the legal notice. Make sure to add all the relevant information here.