

MODELFORM-1

NOTICE BEFORE FILING THE COMPLAINT

Name and address

.....
(of the trader, dealer, firm, company, etc.)

.....
(Complete address)

IN RE: (Mention the goods/services complained of giving details)
.....

Dear Sir,

This is to bring to your kind notice that I had purchased.....from your
..... for a consideration of Rs..... paid in cash
vide your cash memo/Receipt/Invoice No..... paid
through cheque No dated.....drawn on
.....bank for a sum of Rs

The said goods are suffering from the following defects:

- (i)
- (ii) etc

I have reported the above matter to you several times (give reference of earlier letters, if any) but despite all my pleadings you have not made good the defect in the goods (or deficiency in services) which is indeed regrettable and highly un-business like. On account of your aforesaid dereliction of duty and failure and neglect to rectify the same I have suffered losses/incurred expenses

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(give details)
which you are liable to compensate to me.

- You are hereby finally called upon to
- (i) remove the said defects in the goods and/or
 - (ii) replace the goods with new goods and/or
 - (iii) return the price/ charges paid
 - (iv) pay compensation for financial loss/injury/interest

suffered due to your negligence
(give details) in the sum of Rs with interest
@..... % per
annum within.....days of the receipt of this notice failing which I shall be
constrained to initiate against you for redressal of my aforesaid grievances and recovery
of the aforesaid amount such proceedings, both civil and criminal as are warranted by
law, besides filing a complaint under the statutory provisions of The Consumer
Protection Act, 1986 exclusively at your own risk, cost, responsibility and consequences
which please note.
Place.....
Dated..... Sd/-.....