

Dated:

To

Dear Sirs,

Re:

Our Client: _____

Under instructions received from and on behalf of our client above named, we do hereby address you as follows.

1. The _____ of the _____ Floor of _____ measuring _____ sq. ft. has been let out to you for commercial use. You are holding the said _____ as a tenant under our client @ Rs. _____ per Sq. ft. aggregating to Rs. _____/- (_____) per month Only.
2. The tenancy in your favour was for _____ years and has expired on _____ but you have not yet handed over the vacant and peaceful possession of _____ measuring _____ to our client.
3. As our client _____ of _____, who is the owner, is no longer interested in continuing with the tenancy, we, at the instance of our client, do hereby give notice that your _____ monthly tenancy, in respect of _____ measuring _____ sq. ft. shall stand terminated upon expiry of 15 days from the date of receipt of this Notice.

4. We, on behalf of our client, accordingly, call upon you to quit, vacate and deliver up peaceful and vacant possession of the _____ measuring _____sq. ft. upon expiry of 15 days from the date of receipt of this Notice to our client in the same condition as _____ measuring _____ sq. ft. was given to you in the year _____.
5. In the event, you fail to quit, vacate and deliver up vacant and peaceful possession of _____ measuring _____ sq. ft. upon expiry of 15 days from the date of receipt of the instant Notice, you will be treated as a trespasser and appropriate legal proceedings, against you, would be initiated for recovery of vacant possession of _____ measuring _____ and other reliefs. Needless to mention that you will be responsible for the costs and expenses thereof.
6. Please treat this Notice as a Notice under Section 106 of the Transfer of Property Act 1882.

Thanking you,

Yours faithfully,

Advocate

Copy to: Client