

**NOTICE TO BRANCH MANAGER, XYZ BANK LTD CLAIMING
DAMAGES FOR PAYMENT OF CHEQUE, FOR WHICH INSTRUCTIONS FOR
STOPPAGE WAS ISSUED**

.....
Advocate

Date:.....

The Branch Manager,
XYZ Bank Ltd.,
..... Branch,
..... Road

Dear Sir,

Under instructions and for and on behalf of my client Ms
.....resident of.....I hereby give you the following notice:

1. That my client is maintaining Saving Bank Account Nowith your branch with effect from
2. That my client issued instructions to you to stop the payment of cheque No. dated..... for Rsdrawn in favour of M/s. vide his letter dated.....which was duly acknowledged by ShriAssistant Manager of your branch.
3. When my client got his pass book updated on he came to know that the cheque No.....dated..... for Rsissued by my client, about which stoppage instructions were issued to you, has been paid and debited to my client's account.
4. The payment of the said cheque by your branch was made negligently and carelessly, due to which my client has incurred a loss of Rs Therefore, you are liable to pay back the said amount to my client with interest @ 2% per month or part of the month from the debit of the said amount upto the date of refund.
5. By this notice, I hereby call upon you to pay Rsalongwith the interest @ 2% per month or part of the month from the date of the debit of the said amount from the account of my client to the date of refund, failing which my client will be constrained to file a complaint against you for deficiency in your services and recovery of the said amount from you, at your entire risk, as to costs and consequences.

Yours faithfully,

(Ms.....)