
Reply to Legal Notice for Under Section 138

Alexander Green

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October 23, 2024

Jennifer Lee, Esq.

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**Subject: Response to Legal Notice under Section 138 of the Negotiable
Instruments Act Dated October 10, 2024**

Ref: Cheque No. 00124578

Dear Ms. Lee,

1. Acknowledgment of Receipt:

I acknowledge the receipt of your legal notice dated October 10, 2024, which states that the cheque number 00124578, drawn on Bank of America, dated September 30, 2024, for the amount of \$5,000, was returned unpaid.

2. Explanation and Background:

I regret any inconvenience caused by the dishonor of the cheque. This incident was not due to financial insufficiency but was a result of a clerical error in my bank's processing system, which failed to record a deposit I made on September 28, 2024. I had

communicated this issue to your client's accounting department via email on October 1, 2024, expecting a resolution before the cheque was presented.

3. Current Resolution Steps:

Upon notification of the dishonored cheque from my bank, I acted promptly to ensure that the amount was settled. I have made a direct bank transfer in the full amount of \$5,000 to your client's account on October 12, 2024. Please find attached the bank transfer receipt as proof of this transaction.

4. Request for Withdrawal of Notice:

Considering that the full payment has been made, I kindly request the withdrawal of the legal notice and any proceedings that may have been initiated under Section 138 of the Negotiable Instruments Act.

5. Prevention of Future Issues:

To avoid such an occurrence in the future, I have arranged with my bank for more rigorous monitoring of my account and real-time transaction alerts. I am committed to ensuring that all future payments are processed smoothly and without delay.

6. Conclusion and Call for Confirmation:

I trust that the documentation provided and my swift action to rectify the situation will dispel any concerns regarding my commitment to fulfilling my financial obligations. Please confirm the receipt of the payment and the withdrawal of the notice at your earliest convenience.

Thank you for your understanding and cooperation. I look forward to your confirmation that this matter has been satisfactorily resolved.

Sincerely,

Alexander Green