Date:

To:

Name of the defendant:

Company’s name:

This letter is being written to you to notify you that you have not been compliant with the court order draft. This letter also reminds you of the immediate steps that you are required to take to show compliance with the order.

You were supposed to pay the amount of (mention the amount) to Plaintiff (mention the name) by 13th November. However, you have not paid him yet. Showing non-compliance to the directions of the court may result in serious actions against you.

Sincerely,

Name of the sender,

Signatures