

# BASIC LEGAL LETTER

**Sender Information:**

Full Name or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Recipient Information:**

Full Name or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Subject:**

Subject of the letter, describing briefly the purpose or main topic of the correspondence.

Dear Sir/Madam,

**Introduction:**

This letter serves to formally communicate the matter outlined herein. Please consider the following points carefully and respond accordingly.

**Statement of Facts:**

The undersigned wishes to bring to your attention the facts relevant to this matter, including but not limited to any agreements, obligations, or occurrences that have transpired between the parties involved.

**Request or Demand:**

Accordingly, we hereby request that you take the necessary actions to address the issues raised in this letter. Failure to comply with the requests herein may result in further legal action.

**Legal Basis:**

This letter is provided in accordance with Australian law, including relevant statutes and common law principles. All rights and remedies available under these laws are expressly reserved.

**Closing Remarks:**

We look forward to your prompt attention to this matter and hope to resolve it amicably and efficiently.

Yours faithfully,



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