

# LETTER OF CONCERN

Recipient Name:

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Recipient Address:

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Dear Sir/Madam, This letter serves as a formal expression of concern regarding recent matters that have come to our attention. We wish to address these issues promptly to maintain the integrity of our professional relationship and to ensure compliance with all relevant laws and contractual obligations in Australia.

## **1. Nature of Concern:**

The concern arises from observed actions or omissions which may constitute a breach of agreed terms, statutory requirements, or professional standards. It is imperative that these matters be clarified and rectified to prevent escalation or further consequences.

## **2. Required Actions:**

You are requested to provide a detailed explanation or rectification plan addressing the concern stated above. Please ensure that all responses adhere to the applicable Australian laws and any contractual obligations binding both parties.

## **3. Potential Consequences:**

Failure to address these concerns adequately may result in further actions, including but not limited to, formal dispute resolution procedures, claims for damages, or termination of contractual agreements, consistent with Australian law.

## **4. Confidentiality Notice:**

This letter and its contents are confidential and intended solely for the recipient. Disclosure to any third party without prior written consent is prohibited, except as required by law or legal process in Australia.

## **5. Governing Law and Jurisdiction:**

This Letter of Concern shall be governed by and construed in accordance with the laws of the Commonwealth of Australia. The parties submit to the exclusive jurisdiction of the courts of Australia for any disputes arising out of or in connection with this letter.

We trust that you will treat this matter with the seriousness it warrants and respond accordingly. Please acknowledge receipt of this letter and provide your response promptly.

**SENDER'S SIGNATURE**

**RECIPIENT'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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