

SIMPLE LETTER

Sender Information:

Full Name: _____

Address: _____

Phone / Email: _____

Recipient Information:

Full Name: _____

Address: _____

Phone / Email: _____

Subject:

Notice Regarding Important Matters

Introduction:

Dear Sir/Madam,

Purpose:

This letter serves as a formal notification regarding the matters outlined below. It is intended to provide clear and concise information and to ensure both parties have a mutual understanding of the issues presented.

Details:

Please carefully review the information provided herein. Should you have any questions or require further clarification, do not hesitate to contact the sender at the provided contact details.

Legal Statement:

This letter is issued in accordance with applicable Australian laws and is intended to serve as a legally binding communication. Any actions or decisions taken in response to this letter must comply with such laws.

Closing:

Thank you for your attention to this matter. We look forward to your prompt response and cooperation.

Complimentary Close:

Yours faithfully,

Sender's Signature

Signature: _____

Original source of this document:

<https://legaltemplates-au.com/simple-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://legaltemplates-au.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.