

## ✔ Example : A legal letter

This is an example of what a legal letter could look like. The letter you receive will relate to the circumstances of your case.

### 1. Date and addresses

This part has the details of the law firm sending the letter, including their reference number and the date. It also has the details of the addressee (the person receiving the letter). The sender's name and address would come first.

For example:

	XYZ Law Firm 12 West Street EASTONVILLE NSW 2000 Our ref: CO:YAN1234
12 November 2011	
Paddy Smith 12 East Street EASTONVILLE NSW 2001	

### 2. Heading

This is the heading. It states who the parties are and provides the case details. If there is a court and court case number, it would be included here.

For example:

Gloria Yan v Paddy Smith, Fencing Dispute  
Local Court of NSW, Case number 2011/010101

or

Gloria Yan and Paddy Smith  
Motor vehicle accident on 2 August 2011 at Sutherland

### 3. Introduction

In this section, the writer may refer to a previous letter or document. If there is no previous document, the writer might refer to the event or incident that led to the need for the letter.

For example:

Dear Mr Smith

We refer to your letter dated 14 October 2011

or

We refer to the agreement between our client and you dated 2 August 2011 for fencing work at 12 Example Street, Condell Park.

or

We refer to the motor vehicle accident that occurred on 2 August 2011, on the Princess Highway, Sutherland, between our client's vehicle with registration number ABC 123, and your vehicle with registration number XYZ 321.

### 4. Reason for writing

This section usually sets out what the other party is asking you to do or is arguing you owe or are responsible for. It also tells you what action they intend to take.

For example:

Our client requires payment of \$1000, which is the amount owing as a result of the agreement referred to above, for completed fencing work on the boundary line between our client's property and your property.

Please pay \$1000 to this office by no later than 5pm, 15 November 2011. Should the payment not be received by the due date, we are instructed to begin legal proceedings for the entire amount of the claim plus interest and costs, without further notice to you.

or

Our client instructs us that your negligence was the cause of the accident.

Our client has had the damage to his vehicle assessed and the costs of repairs are \$2343.57. We enclose a copy of the quote our client received from Ace Smash Repairs.

We are instructed to demand payment of \$2343.57 from you, payable within 14 days from the date of this letter. Failure to pay may result in legal proceedings against you for the full amount claimed plus interest and costs.

## 5. Signature

This section has the signature of the lawyer from the law firm that has written the letter.

For example:

Yours faithfully  
Cameron Orwell

XYZ Lawyers