

[Date]

[your name]

[other party's name]

[your address]

[your contact details]

[other party's address]

Dear [name]

Letter of Demand - Payment for maintenance and repair costs for [road address]

I am writing in relation to the amount of \$[amount including/excluding GST] payable for the costs incurred for the repair of the private road located at [address] as a result of the recent natural disaster referenced in the originating letter dated [date].

As provided in easement [easement reference], you are liable to pay \$[percentage payable by other easement party]% OR [equal proportion amount][NOTE: where proportions are not specified in the easement, costs are to be shared in equal proportions] in accordance with Schedule 8B, section 7 of the *Conveyancing Act 1919* (NSW).

Please find enclosed a dated copy of the invoice and note that it specifies [describe payment terms and instructions]. I have also **enclosed** the following documents:

- 1 [original notice of damage]
- 2 [easement agreement]
- 3 [relevant invoices]
- 4 [previous requests for payment]

[List and enclose previous requests for payment and any other relevant documents that support your claim for the amount owing.]

Please be advised that I demand payment of the invoiced within [payment period] days of the date of this letter.

Payment should be made by [describe how you'd like to be paid, including any bank details].

If payment is not received within [payment period] days of the date of this letter I reserve the right to take further action to recover the money without further notice to you.

Yours faithfully

[insert signature]