

[Date]

[your name]

[other party's name]

[your address]

[your contact details]

[other party's address]

Dear [name]

Request for Repair - [road address]

I am writing in relation to the damage to [road address] as a result of [details of natural disaster] on [date].

Please consider this letter a demand to repair the roadway at [road address].

As a party to easement [easement details/reference] and pursuant to Schedule 8B section 2 of the *Conveyancing Act 1919* (NSW), I am entitled to the benefit of the easement giving right of vehicular access and at all times an unrestricted right to pass, repass, with or without vehicles, machinery, implements and other equipment of every kind, over the roadways, ramps and land over which the right of access is created.

Enclosed are images of the damages incurred following the [details of natural disasters] on [date].

Please provide relevant quotes for the proposed works to repair the damaged roadway at [road address].

Yours faithfully

[insert signature]