

[Date]

[your name]

[other party's name]

[your address]

[your contact details]

[other party's address]

Dear [name]

Notice of Damage - [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 notice of repair required for the roadway at [road address].

A proposed amount of \$[amount including/excluding GST] is to be payable for the costs incurred for the repair of the road located at [address]. Please be advised the proposed costs are an estimate only and final invoices will be provided following repair of the relevant roadway.

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 see **enclosed** the following documents:

- 1 [quotes for proposed works]
- 2 [image showing where damage has occurred]

Your execution below will confirm your acceptance of the proposed costs provided by the quotes enclosed in order to repair the damaged road at [road address].

SIGNED SEALED AND DELIVERED by
[NAME] in the presence of:

.....
Signature of [name]

.....
Signature of [name]

Yours faithfully

[insert signature]