

Natalie Saad  
1/22 Example Street  
Penrith NSW 2750

21 January 20xx

Ms Rachel Smith  
123 Johns Street  
Penrith NSW 2750

Dear Rachel

**RE: MY FURNITURE & WHITEGOODS**

I am writing to you about my furniture and whitegoods that I left with you on 4 July 20xx. On the day I left, we agreed you would look my goods and give them back to me when I returned from Queensland in six months.

The following items belong to me:

- bed
- couch
- dining table
- chairs
- washing machine
- fridge.

I returned from Queensland three weeks ago but you still not given me my furniture and whitegoods back. You are not entitled to keep them.

I want you to return my goods to me by 28 January 20xx. Please call me to arrange a suitable time for me to pick up my goods or for you to return my goods to me. My telephone number is 0492 111 111 or (02) 9000 1000.

If you don't return my goods by 28 January 20xx, I may start legal action against you without further notice and I will seek an order for the delivery of my goods.

If you have disposed my goods, I will seek an order that you pay me the value which is \$1,600.

Yours sincerely

***N. Saad***

Natalie Saad