

Rachel Smith
123 Johns Street
PENRITH NSW 2750

27 January 20xx

Natalie Saad
1/22 Example Street
PENRITH NSW 2750

Dear Natalie

RE: REQUEST FOR FURTHER AND BETTER PARTICULARS OF CLAIM

I refer to your letter dated 21 January 20xx.

You referred to an agreement made on 4 June 20xx about returning the furniture and whitegoods to you when you got back from Queensland. I do not recall making an agreement with you about this.

Could you please provide me with more information and a copy of the agreement?

If you start legal action against me, I intend to defend the claim.

Yours sincerely

Rachel Smith

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