

Charlie Ying
37 Blue Street
Bathurst NSW 2638

15 August 20xx

Ms Kylie Ransom
12/45 Brown Street
Bathurst 2638

Dear Kylie,

RE: OUTSTANDING MONEY

I am writing to you about the \$2,000 I lent to you on 25 June 20xx. On the day I lent you the money we agreed that you would repay the loan by 25 July 20xx.

You have still not repaid any of the loan. I have tried to call you to talk about this but you have not answered my calls or returned my messages.

I really need the money so I want you to pay it back to me by 31 August 20xx. If you do not pay by then, I will make a claim against you in the Local Court. You might have to pay legal costs and interest as well.

My telephone number is 02 3838 3333

Yours sincerely,

C. Ying

Charlie Ying