

Meena Vishwana  
12/32 Campbell Street  
BLACKTOWN NSW 2148

27 October 20xx

Fiona Frame  
Fantastic Florists  
Shop 7, Blacktown Mall  
108 Black Street  
BLACKTOWN NSW 2148

Dear Fiona

**RE: RESPONSE TO REQUEST FOR MORE INFORMATION ABOUT THE  
STATEMENT OF CLAIM**

I refer to your letter dated 17 October 20xx.

I have attached documents that will provide you with the information you asked for:

1. A copy of my invoice to you dated 10 August 20xx.
2. A copy of the fax confirmation sheet showing that the invoice was successfully faxed to you on 10 August 20xx.
3. A copy of my timesheets on which the invoice is based for the months of May, June and July 20xx.

Yours sincerely

***M. Vishwana***

Meena Vishwana