

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

26 November 20xx

Meena Vishwana  
12/32 Campbell Street  
BLACKTOWN NSW 2148

Dear Meena,

**STATEMENT OF CLAIM - REQUEST FOR MORE INFORMATION**

I refer to paragraph 3 of your statement of claim. You referred to an invoice dated 10 August 20xx. I do not recall receiving that invoice. Could you please send me a copy of that invoice?

I refer to paragraph 1 of your statement of claim. You also referred to services provided by agreement for 20 hours each month. If the invoice doesn't provide a breakdown of the hours and work carried out over the months of May, June and July 20xx, could you please send me an itemised list of the services you provided and hours you spent on each of these services.

I ask that you provide this information within 14 days of the date of this letter. I also ask that you do not apply for judgment against me until at least 14 days after you have sent me the information, so that I have enough time to consider your response.

Yours sincerely

*Fiona Frame*

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