<INSERT DATE>

Dear <INSERT NAME OF PARKING COMPANY>,

Case number/reference: <INSERT REFERENCE – PROVIDED BY PARKING COMPANY>

Licence plate: <INSERT NUMBER>

I write again concerning my parking appeal. I am willing to settle for the sum of <DELETE WHAT ISN’T APPLICABLE - $2.50/$5.00/$7.50/$10.00/$15.00/$20.00/$30.00>. Should this be rejected, the next step is for me to head to the Disputes Tribunal and file a claim. For that, I’ll need you to confirm some details about your business.

**Next Steps – Disputes Tribunal**

1. Havingt contacted their secretary, I have been assured that the situation we’re in meets the criteria. I plan to claim for $45, which is the fee of lodging the case to settle the matter in your favour, or, alternatively, in mine, and bring clarity to the matter.
2. By proceeding to the Disputes Tribunal, I am confident we'll be able to settle the matter nonetheless within a reasonable time frame. Best of all, you can present the results of your investigation into my complaint openly in the court. We will then follow the decision of the court.
3. **If you can please confirm the details below,** I can complete the claim form. If you wish to counter-claim you can use the CIV which will be provided to you when I file the claim. The details I need are:
* **Your Organisation/Company Name**
* **Your Organisation/Company Contact Name:**
* **Your Addresses**
* **Your Phone Numbers:**
* **Your Email:**
* **Your Company Secretary’s Name:**
* **Your Company Secretary’s Email:**

Please let me know any details you need from me so we can proceed swiftly to the Disputes Tribunal. Whatever the outcome, I look forward to meeting your team in person.

Kindest Regards,

[INSERT YOUR NAME]