<INSERT DATE>

Dear <INSERT NAME OF PARKING COMPANY>,

I was <INSERT> minutes late in returning to my car due to [INSERT REASON].

Under New Zealand contract law, your company is limited to only claim for "the actual and reasonable costs incurred".

It is my position that the outstanding charge you levied for my short overstay in the carpark does not meet the above ‘actual and reasonable cost’ test.

Following the letter of the law, I have made a deposit of <DELETE WHAT ISN’T APPLICABLE - $2.50/$5.00/$7.50/$10.00> to your bank account for the time my vehicle exceeded the prepaid time. **I have also made an additional payment of $7.50 for your administration expenses.**

With this payment, I therefore consider this matter settled in full and fully in compliance with New Zealand contract law.

Further correspondence will automatically be referred to the Commerce Commission and the Privacy Commissioner.

Kindest Regards,

[INSERT YOUR NAME]