

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

15 October 20XX

Meena Vishwana  
12/32 Campbell Street  
Blacktown NSW 2148

**Without Prejudice**

Dear Meena,

**RE: Fantastic Florists v Meena Vishwana**  
**Blacktown Local Court, File No. SC2009/766**

I refer to the above claim made by you against me.

In an attempt to settle this dispute, I make the following offer:

- One lump sum payment of \$1,000.00 in full and final settlement of your claim.
- The payment to be directly deposited into your account within 14 days of acceptance of this offer.

If this offer is acceptable, please reply in writing within 7 days from the date of this letter.

Yours sincerely

***Fiona Frame***

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