

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

**RE: REQUEST FOR FURTHER & BETTER PARTICULARS**

I refer to your letter dated 15 October 20xx.

You referred to an invoice dated 10 August 20xx. I don't recall receiving that invoice. Could you please send me a copy?

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 a detailed list of the services you provided and the hours you spent on each of these services.

Yours sincerely

*Fiona Frame*

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