[Date]

[Name of Business]

[Address of Business]

Dear [Name of Business]

Account details: [insert account number if known]

Please provide the following information about the above account:

1. Copies of all documents relating to the above account pursuant to section 179W and 185(1) of the National Credit Code (“**NCC**”) including:

* the consumer lease contract/ contracts;
* any related insurance contracts;
* any notices you have sent to my client;
* any application documents relating to the consumer lease/ leases.

1. A statement of amount owing in accordance with section 175E of the NCC setting out:

* the current balance of the account;
* any amounts credited or debited during the period from the date the contract was entered to the date of this letter;
* any amounts overdue and when each such amount became due; and
* any amount payable and the date it became due.

1. A detailed explanation as to how the disputed liability has arisen in accordance with section 175G of the NCC.
2. A statement of amount payable on termination as at [insert the date you want] with details of items which make up that amount in accordance with section 179A of the NCC.
3. A copy of the assessment of suitability under section 155 of *the National Consumer Credit Protection Act 2009* (Cth).

You can send the documents to me by email [email address] or post [postal address].

In the meantime, I ask that you take no other action on this account until at least 14 days after I receive all the documents. If you can’t agree to this request, please advise me immediately.

Please note that in requesting the above documents, I am not acknowledging liability for any amount alleged to be outstanding under the contract.

Please contact me on [preferred contact number] if you have any questions.

Yours faithfully

[Your Name]