

Your Company Name
123 Business Street
Sydney NSW 2000
Australia

Recipient Name
Recipient Position
Recipient Company
456 Client Avenue
Melbourne VIC 3000
Australia

Date: _____

FORMAL BUSINESS LETTER

Dear Sir/Madam,

We write to you on behalf of Your Company Name with reference to recent discussions and ongoing business matters between our organisations. This letter serves as a formal communication of our intentions and commitments regarding the topics covered herein.

Our company is committed to maintaining the highest standards of professionalism and compliance with applicable laws and regulations in Australia, including but not limited to the Corporations Act 2001, Privacy Act 1988, and Australian Consumer Law.

Please regard this letter as a legally binding document that outlines our mutual obligations, expectations, and any agreed terms. All parties acknowledge their responsibilities and agree to act in good faith to uphold this agreement.

Should you have any questions or require further clarifications on any matter contained within this letter, do not hesitate to contact us at your earliest convenience.

We thank you for your continued cooperation and look forward to a successful and mutually beneficial business relationship.

Yours faithfully,

Your Name

Your Position

Your Company Name

Recipient's Name

Recipient's Position

Recipient Company

Signature This communication is confidential and intended solely for the addressee. Any unauthorised use, disclosure, copying or distribution is prohibited and may be unlawful. This communication is governed by the laws of Australia and the parties submit to the exclusive jurisdiction of its courts. Nothing in this letter shall be construed as a waiver of any rights or remedies available at law or in equity.

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