

## TO WHOM IT MAY CONCERN

Re: \_\_\_\_\_

This letter is issued at the request of the undersigned for all legal intents and purposes in relation to the matters set forth herein. The undersigned hereby certifies the following information is true and correct to the best of their knowledge.

### 1. Personal and Contact Information:

Full Name: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Organisation/Company: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_

### 2. Purpose of the Letter:

This letter serves as a formal confirmation regarding the matters described herein, and may be used for any lawful purpose including but not limited to employment verification, tenancy confirmation, identity verification, or other related proceedings within the jurisdiction of Australia.

### 3. Statement:

The undersigned attests that all information contained herein is accurate and complete. No material facts have been omitted that would render this letter misleading or false. This letter is provided voluntarily and may be relied upon by third parties where appropriate.

### 4. Disclaimer and Limitations:

This letter is not a substitute for any formal contract, agreement, or legal obligation unless explicitly stated herein. The undersigned shall not be held liable for any damages, losses, or claims arising directly or indirectly from the use or reliance upon this letter, except to the extent such liability cannot be excluded under Australian law.

### 5. Governing Law and Jurisdiction:

This letter shall be governed by and construed in accordance with the laws of Australia. Any disputes arising in connection with this letter shall be subject to the exclusive jurisdiction of the courts located within the relevant Australian state or territory.

### 6. Signature:

Name of Signatory: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Organisation/Company: \_\_\_\_\_

Signature: \_\_\_\_\_

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