

# Sample Letter of Demand



**Industrial  
Relations**

## Sample Letter of Demand

Please retain a copy of this letter

If you lodge a complaint with NSW IR you **MUST ATTACH** a **COPY** of this letter and any response received from the **Employer / Agent / Bailor / Principal Contractor**.

*{Insert Your Name and Address}*

*{Insert Today's Date}*

**Name** *{Insert Employer / Agent / Bailor / Principal Contractor}*

**{Address}**

Dear *{Insert Name}*

I refer to my engagement with your organisation. I believe the following entitlements are owed to me.

***{INSERT OR ATTACH DETAILS OF HOW YOU'VE CALCULATED  
WHAT YOU BELIEVE IS OWED TO YOU}***

**{A long service leave calculator is available on NSW IR website: [www.industrialrelations.nsw.gov.au](http://www.industrialrelations.nsw.gov.au)}**

This letter provides an opportunity for you to rectify these outstanding matters.

Please contact me on *{Insert Your Telephone Number}* to discuss this matter.

If you need to seek further information or clarification regarding my pay and entitlements under NSW industrial relations laws, you may call NSW IR on telephone 131 628.

If I do not receive a response from you within 7 days from the date of this letter, I may lodge an official complaint with NSW Industrial Relations within the NSW Treasury Cluster.

Yours sincerely

***{Insert Your Signature}***

**A similar *Letter of Demand* must be sent to the Employer / Agent / Bailor / Principal Contractor.**

**A *COPY* of the *Letter of Demand* and *ANY* response received from the Employer / Agent / Bailor / Principal Contractor must accompany this complaint form**