<INSERT DATE>

Dear <INSERT NAME OF PARKING COMPANY>,

I was <INSERT> minutes late in returning to my car due to [INSERT REASON]. As you know, this car park is free to park in, and I was completing shopping on the premises per your terms and conditions.

I have forwarded these details to the owner of the LOCATION/BUSINESS/RETAILER, I.E. WESTFIELD ALBANY OR COUNTDOWN CBD, and await their response. In the meantime, I have made a payment for the time I spent at the car park beyond the 'free' limit stated.

Under New Zealand contract law, your company is limited to only claim for "the actual and reasonable costs incurred". I have obliged by making the payment.

It is my position that the outstanding charge you levied for my short overstay in the carpark does not meet the above ‘actual and reasonable cost’ test.

Based on research published by leading Consumer-focused publications, the fair cost of additional time is in the region of $2.50/hour. Following the letter of civil law, I have deposited <DELETE WHAT ISN’T APPLICABLE - $2.50/$5.00/$7.50/$10.00> to your bank account for the time my vehicle exceeded the ‘free’ limit. **I have also made an additional payment of $7.50 for your administration expenses.**

With this payment, I, therefore, consider this matter settled in full and entirely in compliance with New Zealand contract law.

Further correspondence will automatically be referred to the Commerce Commission and the Privacy Commissioner.

Kindest Regards,

[INSERT YOUR NAME]