**Request to Reconsider Weekly Determination**

I am writing in relation to your correspondence dated [INSERT advising of your decision to calculate/reduce/ suspend my weekly wages to [INSERT AMOUNT].

I believe that your assessment of my weekly entitlements is factually and mathematically **incorrect.**

Considering that it is possible that at the time your decision was made, you were not in receipt of my full financial /medical records, I kindly ask that you reassess my entitlement to weekly payments as a matter of urgency.

I **attach,** for your considerations, copies of the following [please delete where necessary]:

* Payslips/pay history for the last 12 months
* Income Tax returns for the financial year ending 30 June [INSERT] and 30 June [INSERT] (last 2 years)
* A copy of my employment contract evidencing the bonus/commission payment provisions
* A copy of my most recent remuneration increase advice letter dated [INSERT].
* My statement detailing my unpaid leave over the last 12 months.
* Tax File Declaration

My weekly entitlement should be [INSERT AMOUNT] dollars and in addition to this I seek back payment to the value of [INSERT AMOUNT] for weekly entitlements which have been incorrectly under-paid.

I am of an opinion that this matter can be resolved expeditiously and without the need of a referral to an internal review. Accordingly, I ask for your prompt response within 5 days of this letter. In the event that the response is not forthcoming, I will immediately seek an internal review.

I would like to take this opportunity to remind you that the *Motor Accidents Guidelines* prescribe that insurers and those acting on their behalf are to deal with claims in a manner consistent with the principles set out in the objects of *the* [*Motor Accident Injuries Act 2017*](https://www.legislation.nsw.gov.au/%7E/view/act/2017/10/fullhttp:/www.legislation.nsw.gov.au/%7E/view/act/2017/10) *(NSW*) (the “Act”). I consider that my request for urgent reassessment of my weekly entitlements, reinstates your duties under the *Guidelines* to:

4.6.1 Proactively support the claimant to optimise their recovery and return to work or other activities.

4.6.2 Make decisions justly and expeditiously.

4.6.3 Act objectively with honesty and professionalism at all times.

4.6.5 Communicate with the claimant and keep them informed.

Should you require further information please do not hesitate to contact me at your earliest convenience.

Kindest regards

[Client Name]