

Checklist – Letter of demand

Car crash – self help guide

You may find this checklist useful if you need to send a letter of demand for the cost of repairs to your car.

- ☐ Letter asks the other driver to pay within a specific time and sets out method of payment
- ☐ Letter explains why you think the other driver is to blame
- ☐ Kept a copy of the letter/s and other documents sent
- ☐ Quotes for repairs attached
- ☐ Towing fee receipt and storage invoice and other relevant receipts attached (if applicable)
- ☐ Total amount claimed covers repairs, towing, storage, hire car if applicable
- ☐ Legal advice before sending
- ☐ Letter marked “without prejudice” if appropriate in your case