

Letter of demand – other party insured

#You should get legal advice before sending a letter of demand.

[Insert date]

[Name of at fault driver]

[Address]

Dear Mr/Ms [insert name of other driver]

Claim for damage from motor car accident on [insert date of accident] at [insert location]

I am writing about this accident.

I am the owner of the motor car with [insert registration details]. This car was damaged as a result of a collision with a car [insert make, model, registration details of the other driver's car] driven by you on the above date. This accident happened because [include a statement of how the accident occurred including why the other driver is at fault and whether you have any witnesses].

I am holding you responsible for the damage to my car. The damage has been assessed at \$ [insert amount for repairs]. Copies of the quotations are enclosed. I am also claiming for [insert details of anything else you are claiming, for example, towing costs and send copies of any invoices, receipts].

If you are insured, please send this letter to your insurer and send me your claim number.

If payment of the total amount claimed of \$ [insert total amount you are claiming] is not made within 21 days I may commence legal action against you to recover the amount. Legal costs may be added to the debt.

My contact details for payment are: [insert address or method of payment, for example bank details if internet transfer sought].

Yours faithfully

[Signature]

[Name]

[Address]

[Your phone number]