



[Your address]

[Date]

[Name of other party]

[Address of other party]

Dear.....,

Re: Motor Vehicle Accident(date of accident)

I was the driver of a(type of vehicle) bearing the Registration number:....., which was involved in an accident with the vehicle you were driving on.....(time and date) at(place of accident). The vehicle you were driving was a(type of vehicle and Registration number if known).

I am holding you responsible for the damage to my vehicle. The circumstances of the accident were.....(details of why you hold other party responsible for accident). The damage to my vehicle has been assessed at \$.....* Copies of repair quotations are enclosed.

If your vehicle is insured, please forward this letter to your insurers immediately. If you are not insured, please respond within fourteen (14) days of the date of this letter.

Yours sincerely,

[Your signature]

[Print your name]

Note: any correspondence in response to the other party should be headed "Without Prejudice".

*If the value of repairing your vehicle exceeds the value of your vehicle, then you should mention this in the letter and accordingly seek the value of the vehicle only.

Please read the following 'Sample Letter' Disclaimer

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