

Sample Letter of Demand

Dear Sir/Madam,

I am writing in reference to the accident between my vehicle

_____ (make, model and registration number)

and your vehicle

_____ (make, model and registration number)

which occurred on _____ at _____
(date) (location)

As I am holding you responsible for my damages I enclose a copy of quotes for repairs to my vehicle. You should forward these to your insurance company and request that they contact me to make arrangements for an inspection of my vehicle.

If you were not insured at the time of the accident, please sign the declaration below and return this to me.

If I do not receive a reply from either you or your insurance company within 14 days of receipt of this letter I will instigate legal proceedings.

Yours faithfully

(your name)

DECLARATION

I, _____ do hereby confirm that at the time of this accident, my
(print name)
vehicle was uninsured. The registration number of my vehicle is: _____

Signed: _____ Date: _____