



Letter to **Insurance Company**

[Your address]

[Date]

[Name of Insurance Co.]

[Address of Insurance Co.]

Dear Madam/Sir,

Re: Motor Vehicle Accident -(name of insured party)

I was the driver of a(type of vehicle) bearing the Registration number:, which was involved in an accident on[date] at [place of accident]. I believe the other vehicle involved in the accident was(type of car and Registration number), and was owned by your insured,.....(name of insured party), of(address of insured party)

I enclose a copy of a letter of demand forwarded to (name of insured party) together with copies of repair quotations for the damage sustained to my vehicle.

I look forward to hearing from you within fourteen (14) days, that is by(date).

Yours sincerely,

[Your signature]

[Print your name]

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

Please read the following 'Sample Letter' Disclaimer

The information contained on this page is not legal advice. If you have a legal problem you should talk to a lawyer before making a decision about what to do. The information on this page is written for people resident in, or affected by, the laws of Tasmania, Australia only. © Legal Aid Commission of Tasmania