

MOTOR VEHICLE ACCIDENT – LETTER OF DEMAND

To: (Driver/Owner) Name: .....  
Phone: .....  
Address:.....  
.....

From: (Claimant) Name: .....  
Phone: .....  
Address:.....  
.....

Dear Sir/Madam

Further to the motor vehicle accident which occurred at

.....  
(Street & Suburb)

on the ..... 20..... at am/pm, I am the owner of the vehicle registered number .....which was damaged as a result of a collision involving your vehicle registered number ..... driven by yourself.

(Name & Address of Driver if not Owner) .....  
.....

I am holding you liable for the damages sustained to my vehicle amounting to \$..... as shown on the attached smash repair quotation.

Please advise me within seven (7) days of how you have arranged to compensate me for the damage to my vehicle.

Yours faithfully

.....  
DATE: ...../...../20.....