

MOTOR VEHICLE THIRD PARTY PROPERTY DAMAGE CLAIM

SAMPLE FIRST LETTER OF DEMAND

“WITHOUT PREJUDICE”

Date

Other Party's Name
Address

Dear

We are the owners of *(insert type of vehicle and registration number)* which was damaged in a collision with a vehicle driven by you *(insert type of vehicle and registration number)* and owned by .

The collision occurred at _____ at
_____ am/pm on _____ / _____ / 20 _____ .

We are holding you liable for the cost of repairing the damage to our vehicle and seek payment of \$ _____ from you, being the cost of repairs as shown on the enclosed quotation.

To avoid further action, please make payment to us or arrange for your Insurer to do so within fourteen (14) days from the date of this letter.

Yours faithfully,