

## LETTER OF DEMAND TEMPLATE – CAR ACCIDENT

[Other person's name]

[Street]

[Suburb]

[State Postcode]

[date]

Dear [Name],

I am the owner of motor vehicle [registration number].

This vehicle was involved in a collision with vehicle [registration number] driven by you at [location] on [date].

This collision was caused by your negligence and I am holding you responsible for the resulting damage to my vehicle.

I am enclosing a copy of the quote in the sum of \$[total amount] for the repairs of damage and have to advise that unless this amount is received within 14 days legal proceedings (including a claim for court fees) will be instituted.

Sincerely,

[Signature]

[Print Name]