

SAMPLE LETTER TO INSURANCE COMPANY

[Your address]...

.....

[Date]...

[Name of insurance company]...

[Address].....

.....

Dear

ACCIDENT: ...[place of accident]...

DATE: ...[of accident]...

I am the owner of the motor car ...[make, model, registration number]... which was involved in this accident with the car ...[make, model, registration number]... owned by your insured Mr/Ms of ...[address].

I enclose a copy of the letter of demand sent to him/her together with quotations for damage.

Please let me know of your response within 14 days. If a favourable response is not received I will start legal proceedings against the driver to recover my loss.

I look forward to hearing from you shortly.

Yours faithfully

.....

[name and signature]