

Insert Date here

Address letter to driver of other vehicle OR  
if vehicle was being driven by an employee,  
then to the owner of the Business

<NAME>

<Street>

<SUBURB>                      <POSTCODE>

Dear Sir / Madam

VEHICLE ACCIDENT ON: date

ACCIDENT LOCATION:

YOUR REGISTRATION NO:

MY REGISTRATION NO:

I am the owner of the vehicle involved in an accident on the above date.

As the driver / owner of the other vehicle to the accident, I am holding you responsible for the damage to my vehicle. I enclose 2 quotations for the repairs and request payment of \$???? by you no later than 5.00 pm on <GIVE THE RESPONSIBLE PARTY 10 DAYS>.

If you wish to inspect the vehicle, you may do so at <ENTER ADDRESS HERE>. If I have not heard from you by <DEADLINE> I will proceed with the repairs without further notice to you

<OR>

I will proceed with recovery action against you.

Yours faithfully,

Phone:                      ????

Fax:                              ????

Address:                      ????

e-mail address:              ????