

6. LETTER OF CLAIM – NEGLIGENCE; ROAD TRAFFIC ACCIDENT

Dear Mrs Green

RE: ACCIDENT AT GREENBURY CROSS, 3.7.02

I am writing in connection with the road traffic accident which occurred at approximately 9.45am at Greenbury Cross on 3 July 2002.

The circumstances of the accident were as follows. I was travelling in my Ford Mondeo (Registration Number RAB 102) in the direction of Greenbury Junction. I stopped at Greenbury Cross traffic lights and whilst stationery you drove your car, an MGF (Registration Number P707 SLF) into the rear of my vehicle.

The accident was clearly your fault and I am holding you liable for the loss and damage sustained.

Fortunately I was not injured in the accident but you did cause extensive damage to my vehicle, full details of which are contained in the two estimates of repair enclosed. As you will see, one estimate from P J Motor Repairs, totals £1,380. The other, from N H Autos, is for £1,110. I intend to have the repairs carried out by N H and therefore wish to pursue a claim against you for those costs.. Accordingly, can you please let me have your proposals for payment of the sum of £1,110 within the next 14 days.

Finally, should you wish to inspect the damage to my vehicle then will you please contact me immediately upon receipt of this letter so that mutually convenient arrangements can be made prior to the repairs being carried out.

Yours sincerely

ROBERT BROWN

If you do not receive a satisfactory response to this letter then follow it up with the general purpose letter before action.