**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, |