

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<Name>

<address>

<address>

<address>

Re: _____

Dear _____ :

Enclosed herewith please find a letter dated _____, 20____ which _____ received from _____. Also enclosed is a letter which I have forwarded to them stating that it is _____ position that the cause of the accident was the negligence of the officer and making demand upon Commercial Union to pay the damages suffered by _____.

If you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

Encl. _____ :