

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

DATE

Re:
Claim No.
Insured:

Dear :

Please be advised that our firm represents in regards to the above referenced matter.

We strongly contest your assertion that the damages incurred in the accident were as a result of negligence on the part of . It is our position that the sole cause of the accident was the negligence of the police officer driving the City of vehicle. As a result, we hereby make demand that you pay the repairs. Enclosed is an estimate showing the estimate of the repairs in the amount of \$ for your file.

has insurance through and from discussions with its adjuster, , it is my understanding that also takes the position that the accident occurred as a result of the negligence of the driver of the City of vehicle. I would anticipate that you will receive a separate response from in regards to this matter.

Should you have any questions or desire to discuss this matter, please do not hesitate to contact me.

Sincerely,

By:

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