

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y , S T A T E Z I P C O D E

Re:
 Claim No.
 Insured:

Dear :

Please be advised that our firm represents with regard to the above referenced matter. has provided us with your letter of .

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 do not believe that has any obligation whatsoever to reimburse the amount which you demanded in your letter. Rather, it is our position that and the City of owe for the damages which suffered as a result of the accident. Please consider this our demand for the payment of such damages. We are in the process of obtaining estimates for the necessary repairs and will forward these to you shortly.

 has insurance through and your letter of has been forwarded to its adjuster, . From discussions with , 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 with regard to this matter.

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

Sincerely,

By:

cc: _____
: