

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

<date>

<opposing party>

<address>

<address>

<address>

RE:

Patient/Client:

Date of Accident:

Our File No:

Dear <opposing party>:

I am writing to notify you that I represent <client> for damages and injuries <s/he> received in an auto accident which occurred due to your negligence. His/Her vehicle could not be economically repaired and is a total loss. A local dealer set its appraised value before the wreck at \$ _____. In addition he incurred towing charges of \$ _____, medical charges associated with the accident of \$ _____, and lost wages of \$ _____. Further, <list any other damages claimed>. The total of the damages is \$ _____.

Prior to filing suit, I am writing to see if you would be willing to voluntarily make arrangements to pay for the damages you caused. Demand is hereby made that you pay the above damages within thirty days of this letter. All future communication should be done through to this office. Your certified check or cashier's check in the amount of \$ _____ should be made out to <client> and myself as his attorney. Please call me as soon as possible so we may discuss the status of this claim. If I have not heard from you by <date>, suit will be filed and additional damages may be sought.

Thank you for your cooperation in this matter. If you have any questions please give me a call at the number below.

Sincerely,