

RE:

Client's Name: _____
Date of Accident: _____
Our File No: _____

Dear _____:

I am writing to notify you that I represent _____ for damages and injuries he received in an auto accident which occurred due to your negligence. His 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 \$_____ and medical charges associated with the accident of \$_____. The total of the damages is \$_____. I am told you had no insurance at the time of the accident.

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 in the amount of \$_____ should be made out to Mr. _____ 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 the _____ day of _____, 20____, suit will be filed.

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

Dated: _____

Name: _____

Title:
Address:
Address:
City, State, Zip:
Phone:
Fax:
E-Mail:
Attorney No.: