

Re: Plaintiff: \_\_\_\_\_  
Defendant: \_\_\_\_\_  
Date of Accident: \_\_\_\_\_

Dear:

I have been retained by the above named Plaintiff to represent him/her in a lawsuit for his/her personal injuries and/or property damages incurred as a result of a motor vehicle accident which occurred on the above stated date. During my investigation of this case, I have discovered that you may be liable in whole or in part for my client's injuries. This letter is intended to put you on notice of these claims so that you can begin to prepare for your defense of this matter.

If you have automobile liability insurance, I recommend that you contact your insurance company immediately so that they will be put on notice of these claims. I then recommend that you have them contact me so that we can discuss your position in this case. If you would rather that I contact your insurance company for you, please contact me at the mailing address or telephone number above and provide me with their name, address, and telephone number.

If you are not insured, please contact me immediately so that we can discuss your position in this case. If you choose not to respond to this letter, I advise that you retain legal counsel immediately.

Sincerely

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