***Without Prejudice Save as to Costs***

Dear

**Motor Vehicle Accident**

I am writing to you about a motor vehicle accident that occurred on .

I am the owner of the motor vehicle registration number . My vehicle was damaged as a result of a collision at with a motor vehicle which was driven by you.

The accident occurred when . The collision was the result of your negligence and I hold you liable for the damages to my vehicle.

The damages to my vehicle will cost to repair. Please find enclosed a quote from for . I also incurred the following costs as a result of the collision:

The total amount owing to me is .

Please forward this letter to your insurer or contact me within 21 days of the date of this letter to arrange payment of the total amount owing.

If payment is not made, or you do not contact me, then I will have no option but to commence legal action against you.

I am writing this letter to provide you with an opportunity to settle this matter without the need for litigation.

Kind Regards

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