**Sample Letter of Demand Template - Adjust as Needed**

Created for general information only by Murphy’s Law Accident Lawyers

(Insert Date)

BY REGISTERED POST

(Insert Name of driver at fault)

(Insert postal address of driver at fault)

Dear (Insert Name of driver at fault),

**PAYMENT OF DAMAGES**

This is a letter of demand seeking payment from you for the damage caused to my vehicle in the accident that occurred on (insert date).

**1. CIRCUMSTANCES OF THE ACCIDENT**

I confirm that on (insert date) at approximately (insert time) I was driving my vehicle along (insert Street name and suburb), which is a (insert make and model of vehicle e.g. Toyota Landcruiser) bearing registration (insert registration number).

At that time you were driving a (insert make and model of vehicle e.g. Ford Falcon) bearing registration (insert registration number) and caused a collision with my vehicle.

As a result of the collision my vehicle sustained significant damage, for which I hold you fully responsible and liable.

**2. DAMAGE AND LOSS**

As a consequence of the accident, I have sustained the following damages and loss:

Option A - If the car is able to be repaired

Since the accident my vehicle has been assessed by (insert name of mechanic, panel beater etc) who have provided me with a quote to repair the vehicle (insert cost of repairs) in the order of $(insert cost of quote).

Please find enclosed a copy of that quote for your reference.

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Option B - If the car is unable to be repaired

Since the accident my vehicle has been assessed by (insert name of mechanic, panel beater etc) who have advised me that the damage sustained in the accident is beyond repair and is now considered to be ‘written off’.

Please find enclosed a copy of that assessment for your reference.

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Tow truck Invoices:

Following the accident my vehicle was required to be towed from the accident scene.

Please find enclosed a copy of the receipt from the tow truck company in the order of $(insert cost of receipt/invoice).

Overall, the accident has caused a total loss of $(insert the total sum of all the losses).

**3. DEMAND**

I now demand that you pay me $(insert the total sum of all the losses) to compensate me for the loss and damage you caused as a result of the accident.

Please ensure that full payment is made within fourteen (14) days of the date of this letter.

You can make the payment by transfer using PayID or bank transfer:

* My bank account PayID is [insert PayID or remove this section].
* My bank details are: Account name: (Insert name of account holder), BSB: (Insert BSB), Account Number (Insert account number)

If I do not receive any response from you within 14 days of this letter, I will make a claim in the Queensland Civil and Administrative Tribunal without further notice to you.

If you wish to discuss this matter further I can be contacted on (insert number) or by email (insert email).

I look forward to hearing from you shortly.

Kind regards,

(insert signature)

(insert full name)