

**APPENDIX A**  
**LETTER OF CLAIM**

To:

Defendant:

Dear

Re: *(Claimant's Full Name)*

Claimant's Age:

Claimant's Full Address:

We are instructed by the above named to claim damages in connection with an accident which occurred at *(place of accident)* on the day of .

**Please confirm the identity of your insurers. Please note that the insurers will need to see this letter as soon as possible and it may affect your insurance cover and/or the conduct of any subsequent legal proceedings if you do not send this letter to them.**

The circumstances of the accident are:

*(Brief outline)*

The reason why we are alleging fault on your part is:

*(Give a concise statement of how the accident is alleged to have occurred)*

A description of our clients' injuries is as follows:

*(Brief outline)*

Our client received treatment for the injuries at

*(name and address of hospital or clinic or doctor's office etc.*

*and name of attending physician, if known).*

Our client is still suffering from the effects of the injuries.

He is employed as *(occupation)* and has had the following time off work *(dates of absence)*. His income is *(insert if known)*.

[Or if you are our client's employers, please provide us with the usual earnings details which will enable us to calculate his financial loss.]

[We are obtaining a police report and will let you have a copy of the same upon your undertaking to meet half the cost of obtaining the report.]

[Where the claimant's loss can be calculated: He is claiming \$\_\_\_\_\_ in damages (give details identifying the claims for property damage, if any, the claims for other special damage with particulars of same and the claim for general damages with appropriate particulars.)

We have also sent a letter of claim to *(name and address)* and a copy of that letter is attached. We understand their insurers are *(name, address of insurer if known).*

At this stage of our enquiries we would expect the documents contained in parts *(insert appropriate parts of standard disclosure list)* to be relevant to this action.

A copy of this letter is attached for you to send to your insurers.

**Finally, in accordance with the relevant pre-action protocol, we expect a reply to this letter within 28 days by yourselves or your insurers.**

Yours faithfully