

Rob Taylor
4/20 Lea Street
Croydon NSW 2132

15 December 20xx

Mick Johnstone
1 Seymour Street
Croydon Park 2133 NSW

Dear Mick

RE: CAR ACCIDENT - TUESDAY 1 DECEMBER 20xx

I am writing about the car accident on Tuesday 1 December 20xx at about 3.30pm at Burwood shopping centre.

I am the owner of the motor vehicle registration number ABC 123, which was damaged as a result of the collision. I had already reversed out of my parking space when you hit the left rear side of my car.

Last week I obtained a quote from a panel beater to repair the damage to my car. A copy of the quote is enclosed. The cost of repairing the damage to my car is \$700.

I request that you pay me the amount of \$700 by 29 December 20xx. If this payment is not made I will start legal action against you to recover the money and costs without further notice.

Please contact me to arrange payment. My phone number is 444 000 000.

Yours sincerely

R. J. Taylor

Rob Taylor