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## Sample letter to other person's insurer

21 October 2013

200 Tenth Avenue  
Redwood Qld 4350

Redwood Insurance Company  
GPO Box 55443  
Redwood Qld 4350

Dear Sir or Madam

**Accident on 1 October 2013 at Redwood, Queensland**

I am the owner of a red 2008 Mitsubishi Magna (registration ABC246) that was damaged in a collision with a green Ford Falcon (registration XYZ890) owned by Mr George Getz who is insured with Redwood Insurance.

The accident happened at about 9.30am on 1 October 2013 at the intersection of Black and White Streets, Redwood.

I have enclosed for your records a copy of the letter of demand I have sent to Mr Getz, along with the quote to repair the damage to my car and receipts for towing my vehicle after the accident.

If one of your assessors needs to inspect my car, I am happy to make it available. My contact phone number is (07) 3238 300.

I look forward to hearing from you and resolving this issue as quickly as possible.

Yours sincerely

*Jane Wright*  
Jane Wright