

## SAMPLE FIRST PARTY DEMAND LETTER

Date: \_\_\_\_\_  
To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Via Facsimile Number: \_\_\_\_\_

### Re: Demand for Indemnification

Your Customer: \_\_\_\_\_ Date of Loss: \_\_\_\_\_

Claim Number: \_\_\_\_\_ Repair Order #: \_\_\_\_\_

Vehicle Description: \_\_\_\_\_

Dear Sir or Madam:

I was involved in a motor vehicle accident on the above-stated date. My vehicle sustained collision damage. I brought my car to \_\_\_\_\_ (Auto Body Facility) for repair. The repair facility performed all requested repairs to return my vehicle to whole after my loss.

My insurance contract with you was in full force and effect at the time of my accident. Pursuant to my contract, I am entitled to full indemnity for collision damages, less any deductible. I have paid all premiums due and complied with my obligations in all ways. Although I have directed you to make full payment to the body shop, you failed to do so. I believe this is a breach of my contract. The following is a summary of the deficiency.

Total Amount Billed:       \$ \_\_\_\_\_  
Minus Amount Paid:       (\$ \_\_\_\_\_)  
Minus Deductible:       (\$ \_\_\_\_\_)  
**TOTAL DUE:**               \$ \_\_\_\_\_

*PLEASE NOTE: MY UNDERSTANDING  
IS THAT ALL CHECKS WERE  
ACCEPTED AS PARTIAL PAYMENT  
ONLY AND NO AGREEMENTS OR  
REPRESENTATIONS TO THE  
CONTRARY WERE MADE TO ANYONE*

I am hereby demanding that you immediately make full payment to the repair facility. If you fail to do so, I intend to utilize all available legal measures against you for any and all expenses I am forced to incur as a result of your breach of my contract.

Sincerely,

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

cc: Connecticut Insurance Department