

Conflict Resolution Letter Regarding Leased Vehicle Damage

Date: [Insert Date]

To:

[Leasing Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Resolution of Vehicle Damage Claims - Lease Agreement #[Lease Agreement Number]

Dear [Leasing Company Representative Name],

I hope this message finds you well. I am writing to address a recent situation regarding the damage to the leased vehicle identified by VIN [Vehicle Identification Number], which is currently under lease agreement #[Lease Agreement Number].

On [Date of Incident], I was informed of the damages sustained to the vehicle while in my possession. I would like to provide my perspective on this issue and request your cooperation in resolving the matter amicably.

Firstly, I would like to clarify that I exercised due diligence while operating the vehicle, and the circumstances surrounding the damage were unforeseen. [Briefly describe the incident and any mitigating factors].

I understand the importance of maintaining the vehicle in good condition and appreciate your company's policies in this regard. To facilitate resolution, I am requesting the following:

- A full disclosure of the damage assessment and any related costs.
- A review of the circumstances leading up to the damage, considering my explanations and any supporting evidence I can provide.
- Options available for resolving any disputes amicably.

I trust that we can come to an agreeable resolution that acknowledges the facts of the situation and minimizes any inconvenience for both parties. Please feel free to reach me at [Your Phone Number] or [Your Email Address] to discuss this matter further.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]