

# Vehicle Accident Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inform you about a vehicle accident that occurred on [Insert Date of Accident] involving my vehicle (Make, Model, Year) and another vehicle (Make, Model, Year). The accident took place at [Location of Accident] at approximately [Time of Accident].

The parties involved were as follows:

- Driver of my vehicle: [Your Name]
- Driver of other vehicle: [Other Driver's Name]
- Insurance company for my vehicle: [Your Insurance Company Name]
- Insurance company for other vehicle: [Other Driver's Insurance Company Name]

The cause of the accident has been noted as [Brief Explanation of Cause]. Thankfully, there were no serious injuries reported, although both vehicles sustained damage.

I have attached the necessary documentation, including the police report and photographs of the accident scene, for your record-keeping.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information regarding this incident.

Thank you for your attention to this matter.

Sincerely,

[Your Name]