

# Accident Report for Third-Party Liability

**Date:** [Insert Date]

**To:** [Recipient's Name]

**From:** [Your Name]

**Subject:** Accident Report and Third-Party Liability Explanation

Dear [Recipient's Name],

I am writing to formally report an accident that occurred on [insert date] at [insert location]. This letter serves as an account of the incident involving [person/vehicle involved], which may lead to third-party liability.

## Details of the Incident

**Date and Time of Accident:** [Insert Date and Time]

**Location:** [Insert Location]

**Parties Involved:**

- [Your Name/Vehicle Details]
- [Other Party's Name/Vehicle Details]

## Description of the Incident

[Provide a detailed account of the accident, including how it occurred, actions taken, and any damages or injuries sustained.]

## Witnesses

[List any witnesses and their contact information if applicable.]

## Conclusion

I kindly request that you advise me on the next steps to take regarding liability and any potential claims. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]