

Accident Report Template

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Vehicle Collision Disclosure

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally report an accident that occurred on [insert date] involving my vehicle and another vehicle.

Details of the Incident:

- **Date and Time of Accident:** [Insert Date and Time]
- **Location of Accident:** [Insert Location]
- **Vehicles Involved:** [Insert Vehicle Descriptions]
- **Weather Conditions:** [Insert Weather Conditions]

Description of the Accident:

[Provide a detailed description of the accident including how it happened, damages incurred, and any injuries if applicable.]

Witnesses:

[Insert names and contact information of any witnesses, if applicable.]

Insurance Information:

[Insert details regarding insurance coverage for both parties involved.]

Please feel free to contact me at [insert your phone number] or [insert your email address] if you require any additional information or documentation regarding this incident.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]