

Information or instructions: Letter to the proposed defendant(s)'s insurance carrier

PREVIEW

1. One personal injury strategy is not to give the insurance company any letters or authorizations which allow the insurance company to obtain your client's documents or records on their own.
2. The insurance company may obtain more information than you have control over. Consequently one strategy is to have the insurance company ask for records then forward the documents to the insurance company.

Form: Letter to the proposed defendant(s)'s insurance carrier

PLEASE DO NOT COPY [Date]

[Defendant(s)'s Insurance Company]
[Address]

Regarding: Accident dated _____ by and between [names]

Dear [Salutation]:

We have been retained by [name] to pursue [his or her or their] cause of action against the above named insured as a result of the above referenced incident. . Please direct any communications, be they written or oral, about this matter to my attention.

THIS DOCUMENT

My client believes that your insured is at fault. Enclosed is a duly-signed Authorization for Access to Records on behalf of our client. Please forward to my office at the above address a complete copy of the traffic investigation Accident Report and copies of each and every witness statement taken by your company and by the investigating officers, if you have such statements in your possession.

I am in the process of accumulating the necessary medical reports and information concerning such damages, which process should be completed in the near future. Hopefully this matter can be settled on a reasonable basis.

Also, I have been assigned an interest in this matter.

THANK YOU

If you have any questions, or anything else is necessary, please do not hesitate to contact me.

Sincerely,

[Attorney's name]

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Certified Return Receipt Request Number.

PREVIEW

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THIS DOCUMENT

THANK YOU

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