

Mick Johnstone
1 Seymour Street
Croydon Park NSW 2133

20 December 20xx

Rob Taylor
4/20 Lea Street
Croydon NSW 2132

Dear Rob

RE: REQUEST FOR FURTHER AND BETTER PARTICULARS

I refer to your letter dated 15 December 20xx.

Please provide further details about your claim as follows:

1. photographs or a sketch of the scene of the accident
2. details about how the accident happened and why you think I am at fault
3. photographs of the alleged damage to your car
4. a detailed report from a licensed repairer setting out the particulars of the accident and the alleged damage
5. a second itemised quote from an independent licensed repairer.

I look forward to your response within seven days.

Yours sincerely,

MJ

Mick Johnstone