

**GW27/CIV/2016  
November, 2017**

**TBA**

**1<sup>st</sup>**

[Name of the Addressee]  
[Physical and Postal Address]  
**NAIROBI**

Dear Sir,

**RE: ACCIDENT ON 9<sup>TH</sup> AUGUST 2016 ALONG NGONG ROAD  
NEAR KBC STATION OFFICES INVOLVING MOTOR VEHICLE  
REG. XXXXX and XXXXXXXX  
INJURED: XXXXXXXXXXXXXXXXXXXXXXXX**

We act for **XXXXXXXXXXXXXXXXXXXX** (our Client) under whose instructions we address you as follows:-

On or about 9<sup>th</sup> August 2016 between 8.00am and 8.30am, you negligently and carelessly drove motor vehicle Registration Number **XXXXXXXXXX** that you caused an accident along Ngong Road near KBC station offices within Nairobi when you caused the said vehicle to veer off the road while overlapping resulting in your vehicle hitting our client who was standing on the side of the road. As a result of the said accident, our client sustained serious body injuries.

In the premises above, our instructions are to demand as we hereby do that you forthwith admit liability in writing where after we may enter into a negotiated settlement given that we are instructed that you have since been charged and convicted of the offence of careless driving in **Ngong Law Courts Traffic Case No xxxxxxxxx of 2016 - Republic vs xxxxxxxxxxxxxxxx.**

**TAKE NOTICE** that unless we hear from you within the next **Fourteen (14) days** from the date hereof, our instructions are to file suit against you without any reference to you and at your risk to the sequel costs.

Yours Faithfully,  
**[Name of the Law Firm]**

**NAME OF THE LAWYER**

cc: Client