Dear {{client\_name}},

**Address: {{client\_address}}**

**Ref: {{client\_vrn}}**

**Your accident on: {{accident\_date}}**

Further to our recent conversation we have now agreed a pre accident value of **£xxxx.xx** for your vehicle with {{client\_insurer}}. Please find enclosed a cheque for the sum of xxxx.xx. As discussed the remainder of the pre accident value equalling £xxxx.xx will be deposited into your bank account later today making up the total of **£xxxx.xx.**

Please also find enclosed a cheque for the sum of £xxx.xx for the vehicle salvage. The insurance company will shortly be instructing their salvage agent, usually <insert salvage agent> to come and collect the damaged vehicle once the final value has been agreed.

As discussed, I will await hearing back from <insert engineer department> in relation to the revised valuation and we will contact you as soon as we have any further update.

Yours Sincerely,

Thomas Carroll

**CC Response**