

Form 4A

Sample Letter of Offer

(For Offer on Liability with reference to the *Motor Accident Guide*)

To: [Claimant]

[Address]

WITHOUT PREJUDICE SAVE AS TO COSTS

Dear Sir,

[Heading e.g. as per letter of claim]

We acknowledge receipt of your letter dated [] and the enclosures on [date of receipt].

Or

We refer to your letter dated [] and our letter of acknowledgement dated [].

We offer to settle your/your client's claim on the following terms:

[Set out the offer, [e.g. We propose that liability be resolved at []% in your/your client's favour.] We are of the view that Scenario [serial number of scenario] on page [] of the *Motor Accident Guide* applies to the facts of the accident because [state reasons]. A copy of the relevant page of the *Motor Accident Guide* is enclosed.]

Yours faithfully,

Cc [Other defendants and their insurers]