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**${third\_party\_name}**

**BY EMAIL:** [**${third\_party\_email}**](mailto:someone@gmail.com)

YOUR REF:

OUR REF: ${our\_ref}

Dear Sir/Madam, **${date}**

**RE: ${subject}**

1. We refer to the above matter and confirm that we act on behalf of AC&E Underwriting Managers, the Insurers of **${insured}** (“the insured”).
2. Our client has instructed us to institute recovery action, based on the principles of subrogation, on behalf of the insured.
3. On or about **${date\_of\_incident}** and at **${location}**, our client suffered loss and/or damages as a result of **${nature\_of\_the\_claim}** (“the incident”).
4. **${selected\_options}**
5. Accordingly, our client has instructed us to demand payment from you, which we hereby do, for the sum of **R${amount}** being the reasonable cost of repairing the insured’s vehicle and the costs of renting an alternative motor vehicle during the period of repair.
6. This amount must be paid to our offices on or before **${due\_date}**, failing which we have been instructed to institute litigation proceedings for the stated amount together with any other damages which our client may have suffered including, interest on the claim and costs of suit.
7. We also draw your attention to the fact that in the event of Summons being issued you will be held liable for legal costs incurred thereby.
8. Your attention is drawn to the fact that this letter constitutes demand in terms of the Prescribed Rate of Interest Act and the interest on the amount of **R${amount}** as referred to above will accordingly be claimed with effect from date hereof.
9. Should you fail to advise us of your response to this Notice by **${due\_date}**, legal action will be taken against you which may result in your being listed with a Credit Bureau. This may in turn affect your ability to obtain credit.
10. Please note that all payments are to be made into our trust account the details of which are as follows:

**MELLOWS & DE SWARDT ATTORNEYS**

**FIRST NATIONAL BANK**

**ACCOUNT NUMBER: 6226 4567 101**

**BRANCH CODE 201 409**

**REF: ${our\_ref}**

1. Please note that proof of payment must be sent to our offices via email once payment has been made to avoid litigation being instituted. Kindly quote our reference number in the email.
2. Should you be insured kindly provide this letter to your insurer.
3. We hereby reserve our client’s rights *in toto*.

Yours faithfully,

**MELLOWS & DE SWARDT INC**

Per: **LLOYD MANNING**