

**Form 2A**

**Sample Letter of Offer**

**(including Offer on Liability with reference to the *Motor Accident Guide* for Personal Injury Claims arising from Motor Vehicle Accidents)**

To: [Claimant]

[Address]

**WITHOUT PREJUDICE SAVE AS TO COSTS**

Dear Sir,

[Heading 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 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.]

[To state if a third party is being brought into the proceedings.]

We agree to use Dr XX as a single joint expert. You may proceed to send Dr XX a letter of appointment.

[Or,

We object to all the listed medical experts in your letter of claim. We propose using one of the following medical experts:

[Set out proposed list of medical experts and their relevant specialties.]

[Please notify us within 14 days of receipt of this letter if you have any objections to the above list.]

Yours faithfully,

Cc [other potential defendants and their insurers]