**IMPORTANT: PLEASE READ THEN DELETE THIS BOX**  
This template letter is for guidance. Add your details and where appropriate change it to suit your circumstances. Once you’ve made changes, print and read through to check it makes sense.

**[BLUE BRACKETS]:** Put your specific info here, then delete the instructions (and change the text colour)

[insert your name

and address]

[insert date]

[insert name and address

of relevant authority]

Dear Sir or Madam,

The following covering letter details damage to my vehicle caused by a pothole to go along with the official claim form I am sending [print this covering letter and send with the official claim form].

A pothole on [insert address] caused damage to my vehicle on [insert time and date], when I was driving in a [insert vehicle details, model, series and reg no]. The damage caused was [insert description].

Maintenance of this road falls within the responsibility of [insert authority]. Your authority has a legal responsibility to maintain roads to a safe standard under the Highways Act 1980. This includes repairing defects such as the pothole that damaged my vehicle. I am therefore making a claim for compensation for the repair costs of [insert value].

Please find attached evidence detailing the pothole that I hit and the damage caused, including [detail the evidence you’re including here – photos, mechanic bills etc].

Please confirm in writing that the authority will reimburse me for full repair costs, along with details of the payment method. If I don’t receive a satisfactory response to this letter, please be aware that I will have no choice but to take further action.

Yours faithfully,

[insert your signature]  
[Insert your name]