

## Agreement to Pay for Car Damages

[Name of Responsible Person]  
[Address of Responsible Person]  
[City, State, Zip Code]

[Date]

[Name of Injured Party]  
[Address of Injured Party]  
[City, State, Zip Code]

RE: offer of payment for repairs on the damaged car

Dear Name of Injured Party:

This letter is to confirm our agreement regarding payment for the damage I caused to your car. On [Date], I backed into the side of your car in the parking lot at [Address], and damaged the driver's door. In our telephone conversation on [Date], we agreed that the full and final settlement amount for the cost of repair is [Amount].

I will enclose a check for this amount, made out to you, with this letter. I would appreciate if you could let me know as soon as possible that you have received the check and that the repairs have been made.

Thank you for your time and patience in dealing with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

List Of Enclosures: [Copy of The Letter]