

# POTHOLE CLAIM LETTER

To: \_\_\_\_\_  
From: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

## Subject: Notification of Damage Due to Pothole

I am writing to formally notify you of damage to my vehicle caused by a pothole located on public roads maintained by your authority. This letter constitutes a claim for compensation for repairs and associated costs incurred as a result of this incident.

### Details of Incident:

On the occasion of the damage, my vehicle suffered the following: damage to the suspension, tyre(s), wheel(s), or other components as identified by an authorised mechanic. The pothole in question is located at or near the following location:

Location Description: \_\_\_\_\_  
Date and Time of Incident: \_\_\_\_\_

### Vehicle Information:

Make / Model: \_\_\_\_\_  
Registration Number: \_\_\_\_\_  
Insurance Provider: \_\_\_\_\_

### Details of Damage Incurred:

Attached to this letter are copies of the repair estimate(s), mechanic's report, and photographs documenting the damage and the pothole condition at the location described above. The total cost for repairs and associated expenses to my vehicle amounts to £\_\_\_\_\_. I seek reimbursement for these costs pursuant to the applicable laws and regulations relating to highway maintenance and liability.

### Legal Basis for Claim:

Under the Highways Act 1980 and other relevant laws, highway authorities owe a duty of care to maintain public roads in a safe condition. Failure to repair or warn of hazardous potholes may constitute a breach of this duty, rendering the responsible authority liable for damages caused. This claim is made without prejudice to any rights or remedies available to me under UK law.

### Claimant's Declaration:

I declare that the information provided in this letter is true and accurate to the best of my knowledge. I request that you acknowledge receipt of this claim and initiate the appropriate investigation and compensation process promptly. Please direct all correspondence relating to this matter to the contact details provided above.

Yours faithfully,

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Original source of this document:

<https://docstemplates-uk.com/pothole-claim-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://docstemplates-uk.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.