**Letter for Employees**

Date: [Insert Date] [Recipient] [Company], [Address 1]

[Address 2], [Address 3]

Dear [Recipient]:

The competitive economic climate in the UK makes it necessary for our business to continually review its costs. As part of this process, we have identified motor fleet claims costs as an area that we can focus on to make substantial savings. In particular, the current trend in credit hire costs and fraud is resulting in increased insurance premiums for UK business.

When our drivers are involved in an accident with a third party driver and our driver is to blame, any delay in reporting the accident to our insurers allows a credit hire company be involved in the claim. The credit hire company will provide the third party with a replacement vehicle and will arrange for repairs to their own vehicle to be carried out. This process costs many thousands of pounds more than the true cost of the value of repairs and hire vehicle costs. These costs inflate the insurance premiums we pay as a business, take our profits in payments made below our policy excess and increase the insurance premiums we pay for our personal vehicles. We therefore need to focus on actions aimed at minimising the time it takes to report our vehicle accidents.

Whilst a business can take a wide range of steps to improve risk management and reduce accident frequencies, improving accident reporting times to reduce credit hire company involvement in a claim is a cost effective simple way to make a significant impact on reducing claims costs. Providing drivers with the necessary instructions and procedures to follow at the scene of an accident has paid dividends for many businesses in helping manage their motor fleet insurance costs.

I wish to thank you for all your efforts in relation to looking after your company vehicle. However, to be successful in this initiative, we need to embark on a process of improving our accident reporting process. With this in mind, I’m inviting you to get involved in the early reporting of accidents initiative that we plan to implement over the next 12 months.

The initiative will involve training for managers and drivers and the issue of early reporting of accident packs to be carried in our company vehicles. At the time of the accident this pack should be used. There is a document that invites the third party to contact our insurer for assistance and it is imperative that the third party receives this document. All the actions involved with the initiative will be aimed at improving our early reporting of accidents process.

I would ask you to support and participate fully in the early reporting of accidents initiative. A successful programme will have positive impacts on our business and on the cost of our personal vehicle insurance too.

Yours sincerely, Your name [Your Title]

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