



Doncaster District

(Recipients address)

College Road

Doncaster

DN1 3HX

Date:

Dear (name of recipient – Registered Keeper)

Incident reference:

I am writing to you in relation to an incident that was reported to us on (date).

At (time) on (date) a vehicle currently registered in your name, (Vehicle Type and VRM), was reported to be driving (brief description of vehicle's actions ie too close to a cyclist) on (road name). This incident has been captured on camera.

This type of driving behaviour is an offence under (Act and section ie Sec 3 Road Traffic Act 1988 – Careless and Inconsiderate Driving)

(Provide general advice to motorists pertinent to the actions taken ie:When overtaking a cyclist, please ensure you leave a safe distance between yourself and the cyclist. Section 162 – 169 of the Highway Code provides advice on overtaking cyclists and other road users and may be beneficial to you. The current recommended safe passing distance is 1.5 metres.)

On this occasion, there will be no further police action, however, please ensure that anyone who drives your vehicle is also aware of this report. This will help avoid any future reports to police of this nature. Any future reports of this kind may lead to the prosecution of the driver at that time.

Should you wish to view the (video or photographic evidence) please contact the officer dealing with this matter (PC details and contact number) The evidence will only be available for a period of 4 weeks from the date of this notice.

Kind regards,

A handwritten signature in black ink, consisting of a series of wavy lines followed by a diagonal stroke.

Supt Thomas, Head of Operational Policing, Doncaster District