

Date: [Insert Date]

To: [Recipient Name/Company Name]

Address: [Recipient Address]

RE: NOTICE OF LIMITATION OF LIABILITY AND RECORD PROTECTION

Dear [Recipient Name],

This letter serves as a formal notification regarding the professional services and documentation provided by [Your Name/Company Name] in relation to [Project Name or Case Number].

1. Limitation of Liability:

The information, documents, and advice provided are based on the data available at the time of delivery. [Your Name/Company Name] shall not be held liable for any damages, losses, or legal consequences arising from the misuse, unauthorized alteration, or misinterpretation of these documents by third parties or the recipient.

2. Accuracy of Information:

The recipient acknowledges that all paperwork provided has been reviewed for accuracy based on provided inputs. It is the responsibility of the recipient to verify all facts and figures before legal filing or execution. Our liability is limited strictly to the correction of clerical errors.

3. Document Retention and Protection:

[Your Name/Company Name] maintains strict confidentiality protocols. However, once documentation is transferred to the recipient, the responsibility for the secure storage and protection of sensitive data rests solely with the recipient. We are not responsible for data breaches or loss of paperwork occurring after the transfer of custody.

4. Indemnification:

The recipient agrees to indemnify and hold harmless [Your Name/Company Name] from any claims, suits, or legal fees resulting from actions taken based on the provided paperwork, except in cases of proven gross negligence or willful misconduct.

Please acknowledge receipt of this letter and your agreement to these terms by signing below or replying via email.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

Acknowledgment of Receipt:

Signature: _____ Date: _____