

[Your Law Firm Name]
[Address Line 1]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name/Legal Department]
[Company Name]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Liability Assessment Regarding Automated Decision-Making (ADM) Systems

Dear [Recipient Name],

We represent [Client Name] in relation to the automated decision-making processes utilized by your organization regarding [Specific Issue, e.g., Credit Approval, Employment Screening, Contract Termination].

This letter serves as a formal assessment and inquiry into the legal liability arising from the ADM system implemented on [Date]. Our preliminary review indicates potential non-compliance with applicable statutory frameworks, including but not limited to [List Laws, e.g., GDPR Article 22, CCPA, or Equal Credit Opportunity Act].

Identified Points of Concern:

- **Algorithmic Bias:** Evidence suggesting discriminatory outcomes based on protected characteristics.
- **Lack of Transparency:** Failure to provide "meaningful information about the logic involved" in the automated decision.
- **Absence of Human Oversight:** Lack of a meaningful human-in-the-loop intervention prior to the final decision.
- **Data Integrity:** Utilization of inaccurate or outdated datasets leading to prejudicial results.

Request for Documentation:

To mitigate further legal escalation, we demand the following documentation within [Number] business days:

1. The Algorithmic Impact Assessment (AIA) relevant to this system.
2. Data provenance records and preprocessing protocols.
3. The technical specifications for the "right to explanation" mechanism provided to users.

4. Audit logs demonstrating the human review process for the decision dated [Date of Incident].

Failure to provide this information or to rectify the adverse decision may result in formal litigation to recover damages for [Briefly describe harm]. We suggest a meeting between legal counsels to discuss a resolution before formal proceedings commence.

Sincerely,

[Signature]

[Printed Name]

[Title]

[Law Firm Name]