

Date: [Insert Date]

To:

[Recipient Name/Insurance Company Name]

[Address Line 1]

[City, State, Zip Code]

From:

[Your Name/Company Name]

[Your Address]

[Phone Number]

RE: Notice of Potential Liability Claim

Dear [Contact Person Name],

This letter serves as formal notification of a claim involving [Type of Incident: e.g., personal injury / property damage] that occurred on [Date of Incident] at approximately [Time].

Incident Details:

- **Location:** [Specific Address or Location Description]
- **Claimant Name:** [Name of Injured Party or Property Owner]
- **Description of Incident:** [Briefly describe what happened]
- **Description of Injury/Damage:** [Briefly describe the known injuries or damages]

We are currently investigating the matter. Please find attached copies of the following documents: [List attachments: e.g., incident report, photographs, witness statements].

We request that you open a claim file regarding this matter and provide us with a claim number for future correspondence. Please direct all future communications regarding this claim to [Name of Contact Person] at [Email/Phone].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]