

[Attorney Name/Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

[Client Name]
[Address]
[City, State, Zip Code]

RE: Notice of Legal Duty to Mitigate Damages

Dear [Client Name],

We are currently representing you in your legal matter regarding [Brief Description of Case, e.g., Breach of Contract / Personal Injury]. As your legal counsel, it is my duty to advise you of a critical legal principle known as the "duty to mitigate damages."

Under the law, a person seeking compensation for a loss has a proactive obligation to take reasonable steps to minimize or reduce the financial impact of that loss. You cannot recover compensation for any portion of a loss that could have been avoided through reasonable effort or expenditure.

To protect the value of your claim, we recommend you take the following actions immediately:

- **[Option A - Property/Contract]:** Seek alternative [employment/contracts/vendors] and document all attempts to find replacement services.
- **[Option B - Personal Injury]:** Follow all medical advice, attend all scheduled appointments, and adhere to prescribed rehabilitation plans.
- **[Option C - General]:** Keep detailed records, receipts, and logs of all efforts made to limit your losses.

Failure to take these steps may allow the opposing party to argue that your recovery should be significantly reduced. If you are unsure whether a specific action is necessary to mitigate your damages, please contact our office immediately to discuss it.

This letter is provided in good faith to ensure you are fully informed of your responsibilities during the litigation process. Please sign and return a copy of this letter to acknowledge that you have received and understand this advice.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

Acknowledgment:

I have read and understand my duty to mitigate damages as outlined above.

Signature: _____ Date: _____