

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Law Firm Name]

[Address]

[City, State, Zip Code]

**Re: [Case Name/Reference Number] - Evidence of Mitigation of Damages**

Dear [Opposing Counsel Last Name],

Please be advised that this letter serves to formally outline the steps my client, [Client Name], has taken to mitigate damages in connection with the above-referenced matter.

As you are aware, a party seeking damages has a duty to take reasonable steps to minimize their losses. My client has acted with due diligence to fulfill this obligation in the following ways:

- **[Step 1: e.g., Employment Search]:** [Describe actions taken, such as applications submitted, agencies contacted, or interviews attended].
- **[Step 2: e.g., Repairs/Property Care]:** [Describe actions taken to prevent further physical or financial loss].
- **[Step 3: e.g., Alternative Contracts]:** [Describe efforts to secure substitute performance or alternative goods/services].
- **[Step 4: e.g., Professional Advice]:** [Describe consultations with experts or specialists to limit loss].

Enclosed/Attached please find documentation supporting these efforts, including [list documents, e.g., logs, receipts, correspondence, or application confirmations].

Despite these reasonable and proactive efforts, [Client Name] continues to incur losses directly resulting from the actions of your client. We provide this information to ensure the record accurately reflects my client's compliance with their legal obligations regarding mitigation.

We remain open to discussing a resolution to this matter. Please contact me if you wish to discuss this further.

Sincerely,

[Your Signature]

[Your Printed Name]  
Counsel for [Client Name]