

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Name of Recipient/Insurance Company]
[Address of Recipient]
[City, State, Zip Code]

Re: Notice of Claim for Personal Injury

Dear [Name of Contact Person or Claims Department],

This letter serves as formal notice of my claim for personal injuries sustained in an incident involving [Name of Insured/Responsible Party].

Incident Details:

- **Date of Incident:** [Date]
- **Time of Incident:** [Time]
- **Location:** [Specific Address or Description of Location]

Description of Incident:

[Briefly describe how the injury occurred, e.g., "I was struck by a vehicle while crossing the street" or "I slipped and fell on an unmarked wet floor"].

Description of Injuries:

As a result of this incident, I sustained the following injuries: [List injuries, e.g., broken right arm, neck strain, etc.]. I am currently undergoing medical treatment for these injuries.

I hold [Name of Responsible Party] responsible for this incident due to [Briefly state reason, e.g., negligence, failure to maintain safe premises, etc.].

Please acknowledge receipt of this letter in writing. Please also provide your claim number and the contact information for the adjuster assigned to this matter. I will forward documentation regarding my medical expenses and lost wages once my treatment is complete and my total damages have been determined.

Sincerely,

[Your Signature]

[Your Printed Name]