

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

[Date]

[Name of Recipient/Company Name]  
[Legal Department or Claims Department]  
[Company Address]

## **RE: NOTICE OF PRODUCT LIABILITY CLAIM**

Dear [Name of Contact Person or Claims Manager],

This letter serves as formal notice of a product liability claim against [Company Name] regarding a defective product manufactured, distributed, or sold by your company.

### **Product Information:**

Product Name: [Name of Product]  
Model/Serial Number: [Number]  
Date of Purchase: [Date]  
Location of Purchase: [Store Name/Website]

### **Description of Incident:**

On [Date of Incident], the aforementioned product failed and/or caused injury under the following circumstances: [Provide a brief, factual description of how the product failed and how the injury occurred].

### **Description of Injuries and Damages:**

As a direct result of this product defect, I have suffered the following:

- Injuries: [List physical injuries]
- Medical Treatment: [List hospitals/doctors visited]
- Property Damage: [List any property damaged by the product]
- Financial Loss: [Mention lost wages or out-of-pocket expenses]

### **Preservation of Evidence:**

Please be advised that the product in question is being preserved as evidence. I request that you also preserve all internal records, design specifications, safety test results, and prior complaint logs related to this product model.

This letter is not a full statement of all facts or legal theories related to this claim. I am currently evaluating the full extent of my damages. Please acknowledge receipt of this notice in writing within [Number, e.g., 10] business days and provide your claim reference number.

Sincerely,

[Your Signature]

[Your Printed Name]