

URGENT: NOTICE OF CLAIM

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

[Date]

[Name of Professional/Firm]
[Address of Professional/Firm]

RE: Formal Notice of Claim for Professional Negligence

Dear [Name of Professional or Principal of the Firm],

I am writing to formally notify you of a claim for professional negligence arising from services provided by [Name of Professional/Firm] in relation to [Briefly describe the matter, e.g., the sale of property at 123 Main St / the audit of XYZ Corp].

1. Background of the Instruction

[Provide a brief summary of when and why you hired the professional. Reference any engagement letters or contracts signed.]

2. The Breach of Duty

It is my position that you failed to exercise the reasonable skill and care expected of a professional in your field. Specifically, you breached your duty of care by:

- [Detail the first error or omission]
- [Detail the second error or omission]
- [Detail the third error or omission]

3. Causation and Loss

As a direct result of the breaches identified above, I have suffered the following financial losses and/or damages:

- [Describe specific financial loss, e.g., 5,000 in additional tax penalties]
- [Describe any other consequential losses]

The total estimated value of this claim is currently [Insert Amount].

4. Request for Information

Please provide a copy of my complete file and your professional indemnity insurance details within [Number, e.g., 14] days of this letter.

5. Next Steps

I strongly recommend that you forward this letter to your professional indemnity insurers immediately. I look forward to receiving your formal acknowledgment of this letter within [Number, e.g., 21] days, and a full Letter of Response within [Number, e.g., 90] days in accordance with the Pre-Action Protocol.

Yours sincerely,

[Your Signature]

[Your Printed Name]