NOTICE OF TORT CLAIM

TO: [Name of Government Entity/Agency]
ADDRESS: [Street Address, City, State, Zip Code]

FROM (Claimant): [Your Full Name]
ADDRESS: [Your Mailing Address]
PHONE: [Your Phone Number]
EMAIL: [Your Email Address]

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1. DATE AND TIME OF INCIDENT:
[Date, e.g., January 1, 2023] at approximately [Time, e.g., 2:00 PM]

2. LOCATION OF INCIDENT:
[Provide specific location, street address, or intersection]

3. DESCRIPTION OF INCIDENT:
[Describe how the damage occurred and why the government entity is responsible. Include names of employees involved or vehicle numbers if known.]

4. DESCRIPTION OF PROPERTY DAMAGE:
[Describe the specific property damaged, such as vehicle make/model or real estate details, and the nature of the damage.]

5. AMOUNT OF DAMAGES CLAIMED:
The total amount of the claim is $[Dollar Amount].
[Basis for this amount: e.g., Repair estimates, replacement cost, or appraisal values.]

6. WITNESSES (if any):
[Name, Address, and Phone Number of witnesses]

7. SIGNATURE:

_____
[Claimant Signature]

DATE: [Today's Date]

ATTACHMENTS:
[ ] Photos of damage
[ ] Repair estimates/Invoices
[ ] Police or incident report