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

[Date]

[Name of Government Agency/Entity]
[Department Name]
[Address of Agency]

**RE: NOTICE OF TORT CLAIM**

To Whom It May Concern,

This letter serves as formal notice of a tort claim against [Name of Government Entity] pursuant to [State/Local Statute Name, if known].

**Claimant Information:**
Name: [Your Full Name]
Address: [Your Current Address]

**Date and Time of Incident:**
[Date of Fall] at approximately [Time of Fall]

**Location of Incident:**
[Specific address, building name, or description of the exact spot where the fall occurred]

**Description of Incident:**
[Briefly describe how the fall happened, e.g., "I slipped on an accumulation of ice on the public sidewalk" or "I tripped over an uneven floor tile in the lobby."]

**Basis of Liability:**
The incident was caused by the negligence of [Name of Entity] in failing to maintain the premises in a safe condition and failing to warn of a known hazard.

**Description of Injuries and Damages:**
As a result of the fall, I sustained the following injuries: [List injuries, e.g., broken wrist, back strain]. I have incurred medical expenses and [mention other damages like lost wages, if applicable].

**Estimated Amount of Claim:**
At this time, the estimated value of the claim is [Insert Dollar Amount or "To Be Determined upon completion of medical treatment"].

Please acknowledge receipt of this notice in writing.

Sincerely,

[Your Signature]

[Your Printed Name]