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

[Date]

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

RE: NOTICE OF TORT CLAIM
Claimant: [Your Full Name]
Date of Incident: [Date of Accident]
Location of Incident: [Specific Location/Intersection]

To Whom It May Concern,

Please accept this letter as formal notice of a tort claim against [Name of Government Entity] pursuant to [State Statute, if known] regarding a motor vehicle accident involving a government employee/vehicle.

Description of Incident:
On [Date] at approximately [Time], I was traveling [Direction] on [Street Name]. The accident occurred when [Describe how the accident happened, e.g., a city-owned truck ran a red light and struck my vehicle].

Basis of Liability:
The accident was caused by the negligence of [Name of Employee, if known], who was acting within the scope of their employment. The driver failed to [list specific fault, e.g., yield right of way/maintain speed].

Description of Injuries and Damages:
As a result of this collision, I sustained the following injuries: [List injuries, e.g., neck strain, broken arm]. Furthermore, my vehicle, a [Year, Make, Model], sustained significant damage. I have also incurred medical expenses and lost wages.

Amount of Claim:
At this time, the estimated value of damages is [Dollar Amount], though this figure may increase as medical treatment continues and final repair estimates are received.

Please acknowledge receipt of this notice in writing. You may contact me or my legal representative at the address provided above.

Sincerely,

[Your Signature]

[Your Printed Name]