[Your Name/Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Insurance Company Name]
[Claims Department]
[Address]
[City, State, Zip Code]

RE: NOTICE OF PENDING LITIGATION

Insured: [Name of Insured]
Claim Number: [Claim Number]
Policy Number: [Policy Number]
Date of Loss: [Date of Incident]

To Whom It May Concern,

Please be advised that this office represents [Plaintiff Name] regarding the injuries and/or damages sustained on [Date of Loss] involving your insured, [Insured Name].

This letter serves as formal notice that a lawsuit has been initiated against your insured in the [Name of Court], Case Number [Case Number]. A copy of the Summons and Complaint is enclosed herewith.

We demand that you immediately acknowledge receipt of this notice and confirm that you will be providing a defense and indemnification for your insured in this matter. Please provide the contact information for the defense counsel assigned to this file.

Furthermore, you are hereby notified to preserve all evidence related to this claim, including but not limited to: investigative reports, photographs, recordings, and electronic data. Failure to maintain such evidence may result in legal sanctions for spoliation.

Please direct all future correspondence regarding this litigation to my attention.

Sincerely,

[Signature]

[Printed Name]