

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Subject: Justification of Legal Claim

Dear [Recipient's Name],

I am writing to formally submit a justification for the legal claim regarding [brief description of the claim or issue].

1. ****Background****

Provide a brief description of the circumstances leading to the legal claim.

2. ****Claim Overview****

Outline the specifics of the claim, including relevant dates, parties involved, and the nature of the claim.

3. ****Legal Basis****

Detail the legal grounds supporting the claim, citing relevant laws or regulations.

4. ****Evidence****

Summarize the evidence supporting the claim, such as documents, testimonies, or other records.

5. ****Outcome Sought****

Clearly state the desired outcome or resolution you are seeking through this claim.

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]