

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

[Recipient Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Notice of Claim

Dear [Recipient Name],

I am writing to formally notify you of a claim against [briefly describe party responsible] regarding [briefly describe the incident or issue, including dates]. This letter serves as a demand for resolution concerning the damages incurred.

Details of the Claim:

- Claimant: [Your Name]
- Incident Date: [Date]
- Description: [Detailed explanation of the incident, your claim, and any relevant documentation]
- Amount: [Specify the amount you are claiming, if applicable]

I expect a response within [insert reasonable time frame, e.g., 30 days] to discuss how we can resolve this matter amicably. Please contact me at the above phone number or email to arrange a meeting.

Failure to respond or resolve this issue may result in further legal action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]