

Letter of Initiation for Personal Injury Claim

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

Recipient Name
Recipient Address
City, State, Zip Code

Re: Notice of Intent to Initiate Civil Litigation

Dear [Recipient Name],

I am writing to formally notify you of my intent to initiate legal action regarding an incident that occurred on [date of incident], which resulted in personal injuries sustained by me due to [brief description of the incident].

As a result of the incident, I have suffered [briefly detail injuries and any related treatments]. These injuries have led to [mention impacts on your life, such as lost wages, medical bills, etc.].

At this time, I am requesting compensation for my damages, including but not limited to [list specific types of damages, e.g., medical expenses, lost wages, pain and suffering].

Please treat this letter as a formal demand for compensation. I would like to resolve this matter amicably if possible. I would appreciate a response by [specify a reasonable timeframe, e.g., within 30 days], failing which I will be forced to proceed with filing a civil lawsuit.

Thank you for your attention to this matter. I hope to hear from you soon.

Sincerely,

[Your Name]