

Public Liability Claim for Negligence

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name

Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally submit a public liability claim for negligence following an incident that occurred on [date of incident] at [location of incident].

On this date, I was [brief description of the incident, including what happened, how it occurred, and the injuries or damages sustained]. As a result, I have incurred [detail medical expenses, loss of income, or other damages].

I believe this incident was due to the negligence of [name of the responsible party or organization] as [provide a brief justification for the claim].

Enclosed are copies of supporting documents including medical reports, photographs of the incident, and any other relevant evidence. I kindly request that you review this information and process my claim accordingly.

I look forward to your prompt response to this matter. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Thank you for your attention to this serious matter.

Sincerely,

[Your Name]