

Public Liability Claim for Third-Party Damages

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Insurance Company's Name]

[Insurance Company's Address]

[City, State, Zip Code]

Dear [Claims Adjuster's Name or "Claims Department"],

I am writing to formally submit a public liability claim regarding an incident that occurred on [Date of Incident] at [Location of Incident]. The claim pertains to damages caused to [Name of Third Party or "a third party"] as a result of [Brief Description of Incident].

Details of the Incident:

- Date of Incident: [Insert Date]
- Location of Incident: [Insert Location]
- Description of Incident: [Briefly describe what happened]
- Injuries/Damages incurred: [Describe injuries or damages to the third party]
- Witnesses: [List any witnesses to the incident if applicable]

Attached to this letter are copies of all relevant documents, including:

- Incident report
- Medical reports (if applicable)
- Photographs of the scene
- Witness statements (if available)
- Repair or replacement estimates for damages

As a result of the incident, I would like to formally request that you process my claim for the damages incurred. Please let me know if you need any further information or documentation to assist with this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]