

# Personal Injury Claim Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally notify you that I am initiating a personal injury claim regarding the incident that occurred on [Insert Date of Incident] at [Insert Location of Incident]. As a result of the incident, I have sustained [briefly describe injuries] and have incurred various expenses related to my medical treatment and other related costs.

I have attached the relevant documentation, including medical records and bills, detailing the extent of my injuries and expenses incurred thereby. I believe it is in our mutual interest to resolve this matter amicably and promptly.

Please respond by [Insert Response Date] to confirm receipt of this notification and to discuss the next steps in processing my claim.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]