

Liability Claim for Emotional Distress

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally submit a claim for emotional distress resulting from [briefly describe the incident, e.g., an accident, harassment, etc.]. The incident occurred on [date], and I believe it was caused by [briefly explain the party's responsibility].

Since the occurrence of this incident, I have experienced significant emotional distress, including [describe specific emotional issues, e.g., anxiety, depression, sleep disturbances]. I have sought treatment from [mention any professionals or treatments, if applicable]. The distress has greatly impacted my life, including [explain impacts on daily life, work, relationships, etc.].

I am requesting compensation for the emotional distress I have suffered, totaling [insert amount]. This amount reflects [explain how you arrived at the amount, e.g., treatment costs, loss of work, etc.].

Please find attached [mention any documents you are including, e.g., medical records, treatment records, invoices]. I would appreciate your prompt attention to this matter, as I hope to resolve it amicably.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]