

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Reporting Requirements for Insurance Legal Liability

I am writing to outline the reporting requirements for our insurance legal liability, as stipulated in our policy agreement. It is crucial that we adhere to these requirements to ensure compliance and protect our interests.

As part of the reporting obligations, please be reminded of the following key points:

- Notification of incidents should occur within [X] days of occurrence.
- Submission of relevant documentation, including [specific documents], is required.
- All reports should be sent to [designated contact person or department].

Should you have any questions or require further clarification on these obligations, please do not hesitate to contact me at your earliest convenience. It is important that we work together to ensure all reporting is done accurately and timely.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]