

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Agency Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a consultation regarding liability claims related to [briefly describe the incident or context, e.g., an accident, contract dispute, etc.].

As [your position or relationship to the claim], it is imperative that we address the details surrounding this matter to ensure all parties are appropriately informed and that we can proceed toward a resolution.

Could we schedule a meeting at your earliest convenience to discuss this? I am available on [suggest two or three dates and times], but I am open to accommodating your schedule as needed.

Thank you for considering this request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company/Organization, if applicable]