

# Notification of Liability Insurance Claim Consultation Meeting

Date: [Insert Date]

To: [Claimant's Name]

[Claimant's Address]

Dear [Claimant's Name],

We are writing to inform you of a scheduled consultation meeting regarding your liability insurance claim. This meeting will provide an opportunity to discuss the details of your claim and any questions you may have.

## Meeting Details:

- Date: [Insert Meeting Date]
- Time: [Insert Meeting Time]
- Location: [Insert Meeting Location]

Please confirm your availability for this meeting by [Insert Confirmation Deadline]. Should you have any preferences or special requirements, feel free to let us know.

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]