

Contingent Liability Evaluation Instructions

To: [Recipient Name]

Date: [Insert Date]

From: [Your Name]

Subject: Instructions for Contingent Liability Evaluation

Dear [Recipient Name],

As part of our ongoing assessment of potential contingent liabilities, please follow the instructions outlined below for the evaluation process.

Instructions:

1. **Identify Contingent Liabilities:** Review all agreements, contracts, and legal documents for potential liabilities.
2. **Gather Relevant Information:** Collect evidence, including correspondence, legal opinions, and historical data related to each identified contingent liability.
3. **Consult with Legal Counsel:** Engage with our legal team to analyze the risks associated with each contingent liability.
4. **Assess Probability and Impact:** Evaluate the likelihood of the liability materializing and its potential financial impact.
5. **Document Findings:** Prepare a report summarizing your findings and provide supporting documentation for each potential liability.

Deadline:

Please complete the evaluation by [Insert Deadline].

Contact Information:

If you have any questions or require further assistance, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]