

Liability Claim Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of a liability claim regarding a breach of contract pertaining to [specific contract details, e.g., contract number, date]. As per the terms and conditions outlined in the contract, [briefly describe the breach and its implications].

As a result of this breach, I am seeking [mention the compensation or resolution you are requesting]. This claim is based on [mention any supporting evidence or documentation].

Please consider this letter a formal notification of my intent to resolve this matter promptly. I request your immediate attention to this issue and a response by [insert a specific date].

Thank you for your cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]