Liability Claim Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To:

[Insurance Company Name]

[Insurance Company Address]

[City, State, Zip Code]

Subject: Notification of Liability Claim for Personal Injury

Dear [Insurance Adjuster's Name],

I am writing to formally notify you of a liability claim resulting from personal injuries I sustained on [date of incident] at [location of incident]. The incident occurred due to [brief description of incident and the responsible party's involvement].

As a result of this incident, I have experienced [brief description of injuries and any treatment received]. I have attached relevant medical records and documentation to support my claim.

Please consider this letter as my formal request to initiate a claim under policy number [insert policy number]. I would appreciate your prompt attention to this matter and look forward to your response within [insert reasonable time frame, e.g., 30 days].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]