

Liability Claim Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notice of Liability Claim for Professional Negligence

I am writing to formally notify you of a liability claim regarding professional negligence related to your services. The details of the claim are as follows:

- Date of Incident: [Insert Date]
- Description of Services: [Brief Description]
- Nature of Negligence: [Describe the nature of the negligence]
- Damages Incurred: [Describe the damages or losses experienced]

This situation has resulted in significant consequences, including [describe consequences]. I believe that your actions have contributed to these outcomes, warranting a review of the circumstances and a resolution to this matter.

I request that you contact me within [insert time frame, e.g., 14 days] to discuss this claim further. Additionally, please provide any relevant documentation regarding the services rendered and communications held during the course of our engagement.

Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]