

# Liability Claim Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to formally notify you of a liability claim regarding property damage that occurred on [Insert Date of Incident]. The incident took place at [Insert Location], and the damages have been assessed at approximately [Insert Amount].

Please find attached documentation detailing the extent of the damages, including photographs, repair estimates, and any relevant police reports.

According to my understanding, the circumstances of the incident were as follows: [Briefly describe the incident].

I kindly request that you review this information and respond at your earliest convenience. Your cooperation in resolving this matter is appreciated.

Should you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]