

Liability Claim Notification

Date: [Insert Date]

To: [Insert Name or Company Name]

Address: [Insert Address]

Dear [Insert Name],

I am writing to formally notify you of a liability claim regarding a slip and fall incident that occurred on [Insert Date of Incident] at [Insert Location of Incident].

Details of the Incident:

- Date and Time: [Insert Date and Time]
- Location: [Insert Exact Location]
- Description of Incident: [Brief Description of What Happened]

As a result of this incident, I sustained the following injuries: [List Injuries]. I have sought medical attention and will be providing details and documentation in subsequent correspondence.

Accordingly, I am filing a claim for damages arising from this incident. I urge you to conduct a thorough investigation of the circumstances and respond to this claim within [Insert Time Frame].

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

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]