

Legal Liability Notification

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the legal liability in relation to [brief description of the incident or situation]. On [date of incident], [describe what occurred and the context of the liability].

As a result of this incident, [describe any damages, injuries, or losses incurred]. It is imperative that we address this matter swiftly to ensure that all parties involved are fairly represented and that any resolutions are sought.

I recommend that we discuss this matter at your earliest convenience. Please feel free to contact me directly at [your phone number] or [your email] so we can arrange a meeting.

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

Sincerely,

[Your Name]
[Your Title/Position, if applicable]