

# Letter of Claim

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Maritime Claim

I am writing to formally initiate a claim under maritime law regarding an incident that occurred on [insert date of incident] involving [brief description of the incident, e.g., vessel name, type of incident, etc.].

Details of the Incident:

- Date of incident: [Insert Date]
- Location: [Insert Location]
- Vessel involved: [Insert Vessel Name]
- Description of damages: [Brief description]

In accordance with [cite applicable maritime law or regulation], I am seeking compensation for the damages incurred totaling [insert amount]. I request that you respond within [insert response time, e.g., 30 days] to address this matter.

Please find attached all relevant documents, including:

- [Item 1]
- [Item 2]
- [Item 3]

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]