

Notice of Legal Claims

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Notice of Legal Claims

Dear [Recipient's Name],

I am writing to formally notify you of my claim regarding [briefly describe the nature of the claim, e.g., breach of contract, personal injury, etc.]. This notice serves to inform you that I intend to pursue legal action unless we can arrive at a resolution amicably.

The details of the claim are as follows:

- Date of Incident: [Insert Date]
- Description of Incident: [Provide a brief description]
- Damages Incurred: [Specify the damages]

I request that you respond to this notice within [insert a reasonable timeframe, e.g., 14 days], to discuss the matter further. Failure to do so may result in legal action being initiated against you.

Thank you for your attention to this important matter. I hope we can resolve this issue promptly.

Sincerely,

[Your Name]