

Negligence Claim Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Insert Recipient's Name],

I am writing to formally notify you of a legal claim regarding negligence that has arisen from [briefly explain the circumstances].

The incident occurred on [Insert Date of Incident], and it has resulted in [describe the impact of the negligence]. This notification serves as a preliminary alert regarding our intention to seek compensation for the damages incurred.

We request that you respond to this letter within [Insert Response Timeframe, e.g., 14 days]. Should we not receive a satisfactory response, we may proceed with legal action to resolve this matter.

Please do not hesitate to contact us should you need further information or to discuss this matter in detail.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Address]