

Personal Injury Claim Letter

Date: [Insert Date]

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

[Opposing Party's Name]
[Opposing Party's Address]
[City, State, Zip Code]

Dear [Opposing Party's Name],

I am writing to formally present my personal injury claim as a result of the incident that occurred on [date of incident] at [location of incident]. As a consequence of the injuries I sustained, I have incurred significant medical expenses, lost wages, and pain and suffering.

The details of my claim are as follows:

- Description of the Incident: [Briefly describe what happened]
- Injuries Sustained: [List your injuries]
- Medical Treatment: [Summarize the treatment you received]
- Expenses Incurred: [List medical bills, lost wages, and other related expenses]

As a result of these circumstances, I am seeking compensation in the amount of [insert amount]. I believe this figure is fair based on the damages incurred.

Please respond to my claim by [insert date], so we may begin the process of settling this matter amicably. I hope we can reach a resolution without the need for litigation.

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

Sincerely,
[Your Name]