

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Date]

From: [Your Full Name]

Address: [Your Address]

City, State, Zip: [Your City, State, Zip]

To: [Recipient Name/Entity Name]

Attention: [Department or Specific Individual]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

RE: NOTICE OF LIABILITY AND FORMAL DEMAND FOR RESTITUTION

Dear [Recipient Name],

This letter serves as formal notice that you are being held liable for damages and losses incurred by the undersigned as a result of [Description of Incident/Action/Breach of Contract].

The specific facts supporting this claim of liability are as follows:

- [Fact 1: Date and location of the occurrence]
- [Fact 2: Description of the actions or omissions that caused harm]
- [Fact 3: Explanation of the legal or contractual obligation breached]

As a direct result of these actions, I have suffered the following financial losses and/or damages:

- [Damage 1: Description and Amount]
- [Damage 2: Description and Amount]
- [Damage 3: Description and Amount]

DEMAND FOR RESTITUTION:

I hereby demand restitution in the total amount of **[\$[Total Amount]]**. This payment must be received no later than [Number of Days, e.g., 14] days from the date of this letter.

Failure to provide restitution or contact the undersigned to arrange for payment within the specified timeframe will result in further legal action. This may include, but is not limited to, the filing of a formal lawsuit, reporting to credit agencies, and seeking recovery of all associated legal fees and court costs.

This notice is sent without prejudice to any other rights or remedies available at law or in equity.

Please govern yourself accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]