

[Date]

[Name of Opposing Party or Insurance Adjuster]

[Company Name]

[Address Line 1]

[City, State, Zip Code]

Re: Notice of Representation and Formal Claim

To [Name of Contact Person],

Please be advised that this office represents [Full Legal Name of Client Corporation] regarding the [Type of Claim, e.g., breach of contract/property damage] arising from the incident occurring on or about [Date of Incident].

We are currently investigating the facts surrounding this matter. Our preliminary review indicates that [Company Name] is liable for damages including, but not limited to, [briefly list damages].

All future communications regarding this matter, whether written or oral, should be directed exclusively to the undersigned. You are hereby instructed to cease all direct contact with our client, its officers, or its employees concerning this claim.

Furthermore, this letter serves as a formal demand that you preserve all evidence related to this matter, including electronic data, correspondence, logs, and physical evidence. Failure to maintain such evidence may result in legal sanctions for spoliation.

Please acknowledge receipt of this letter and provide the name and contact information of your legal counsel or insurance representative within [Number] business days.

Sincerely,

[Your Name]

[Title, e.g., General Counsel/Corporate Counsel]

[Company/Law Firm Name]

[Phone Number]

[Email Address]

CC: [Client Name/Executive]