

Virginia Common Law Recommended Claim Process

**Our recommended form of notice is not the only one. You may be comfortable with other forms. Perhaps you've already used one with success. There are other forms of Notices found in Exhibit A below.*

NOTICE OF INJURY OR HARM

To: [Name of man or woman alleged to have caused harm]

From: [Name of living man or woman]

Date: [Date of notice]

FACTS and Injury or Harm suffered

On [date of incident], I suffered injury or harm as a result of your actions or omissions.

The details of the incident are as follows:

- Provide a clear and concise description of the incident, including the time, location, and nature of the harm or injury suffered.
- See Step 2 above. This is your evidence for Claim. Be thorough

REMEDY SOUGHT

I am seeking the following remedy to resolve this matter.

- Describe the remedy sought, including any specific actions or compensation requested
- .-Add any original quotes for repairs and labor, medical/hospital bills, etc.
- Estimate a total amount for your remedy

Claimant _____ (seal)

Date:_____

Witness _____ (seal)

Date_____

