

**[DATE]**

**[CLAIMANTS NAME]**

**[ADDRESS]**

**DEAR [CONTACT PERSON}**

**RE: [CONTRACT NUMBER –PROJECT NUMBER]**

**Damage Claim Filed Against [CONTRACTOR’S NAME]**

We have received your letter dated [**DATE OF LETTER**], regarding damage involving [**TYPE OF DAMAGE AND LOCATION**], and the contractor has denied your claim.

**\*\*\*[INSERT PARAGRAPH A, B OR C]\*\*\***

|  |  |
| --- | --- |
| A | In accordance with the enclosed damage claims procedure, the Department has forwarded your claim to an independent adjuster for a decision on this issue |
|  |  |
| B | Before the Department can forward your claim to the adjuster, we will require some additional information. Please supply us with [**LIST OF INFORMATION REQUIRED**] |
|  |  |
| C | We are sorry but, since your claim is greater than $2,000.00, the department cannot provide any further assistance on this matter. If you are dissatisfied with the response from [CONTRACTOR NAME], you still have the option to pursue this matter through other legal avenues (e.g. Small claims court), or deal with it as an insurance issue through your insurance carrier. |
|  |  |

For your information, I am attaching an outline of the damage claims procedure as adopted by Alberta Transportation.

If you have any questions or require assistance please contact our office at :

**(ADDRESS)**

**(PHONE NUMBER)**

**(FAX NUMBER)**

Yours truly,

[**PROJECT SPONSOR**]

[**TITLE]**

enclosure