

**[DATE]**

**[CLAIMANTS NAME]**

**[ADDRESS]**

**DEAR [CONTACT PERSON}**

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

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

We have received a copy of a letter dated [DATE] sent to you from [CONTRACTOR] denying any compensation for the damages to your vehicle on the above noted Alberta Transportation highway contract. Please be advised that, if the damage to your vehicle is less than $2,000.00, the department has a damage claims procedure that may be of some assistance to you.

For your information, I am attaching an outline of the damage claim guidelines which is in a question and answer format. Once you have read the guidelines, and if you disagree with the contractor’s response to you, please forward your claim in writing to our office at the address below. Your claim must contain the date, time and location of the incident as well as an estimate of the damages and a description of the incident so that we can forward it to the adjuster for a second opinion:

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

**(ADDRESS)**

**(PHONE NUMBER)**

**(FAX NUMBER)**

Yours truly,

[**PROJECT SPONSOR**]

[**TITLE]**

enclosure