

Form Letter for Receipt of Claim

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: RECEIPT OF NOTICE OF CLAIM AND CLAIM

Dear \_\_\_\_\_:

PLEASE BE ADVISED that this office, on the \_\_\_\_ day of \_\_\_\_\_, 19\_\_, received a document submitted by you entitled \_\_\_\_\_ which will be investigated by an authorized representative of the City/Village. Depending upon the result of the City's/Village's investigation, your claim may be paid, disallowed or compromised. Claims which are filed for a specific dollar amount, which are not paid or compromised, will be submitted to the Common Council/Village Board for disallowance. When a claim is disallowed by the Common Council/Village Board, a lawsuit must be commenced within six (6) months of your receipt of the written notice of disallowance or the claim will be forever barred under State law.

Sincerely,

City/Village Clerk

cc: City/Village Attorney

Sincerely,

City/Village Clerk