

**[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**]. As you are aware, the work on [**PROJECT NUMBER**] was under contract with [**CONTRACTOR NAME**], [**ADDRESS & PHONE NUMBER**].

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

|  |  |
| --- | --- |
| A | The Department has forwarded a copy of your letter to the contractor with a request that they investigate and deal with your concerns. |
|  |  |
| B | Before the Department can forward a copy of your letter to the contractor with a request that they investigate and deal with your concerns, we will require some additional information. Please supply us with [**LIST OF INFORMATION REQUIRED**] |
|  |  |

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