

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Letter from Customer to Store Concerning Slip and Fall Accident

Dear :

On {date} I was shopping at your store and I fell due to a puddle of water that was on your floor. There was not a sign, nor anybody to warn me of the hazard. Upon my slip, I twisted my ankle and had to see my doctor. The doctor cared for my ankle and prescribed me a prescription for the injury. Because the accident is of no fault of my own, I am requesting that {Store} please pay for my doctor's bill and prescription. I have included a copy of the diagnosis and the bills.

If you have any questions, please do not hesitate to contact me regarding this accident.

Sincerely,

N A M E