

Letter of Notice

Department of Financial Services
Division of Risk Management
Bureau of State Liability Claims
Larson Building
Tallahassee, FL 32399-0338

Date:

Name:

Address:

Dear Sir or Madam:

This is a "Letter of Notice" to inform you that I am filing a claim with the University of Central Florida.

The following is a detailed description of the incident:

Sincerely,

Print Name

Signature

NOTE:

Send this letter, the claim form and supporting documents to Environmental Health & Safety. Be sure to make copies for your records.