



January 31, 2013

John and Jane DogOwner  
1234 State Street  
Somewhere, California 91111

**Re:** [Name of Client]  
**Date of Incident:** [Date of Attack]

Dear Mr. and Mrs. Smith:

My office represents [NAME OF CLIENT] for injuries sustained at your home on [DATE OF INCIDENT]. I want to initially assure you that this letter is sent with the utmost caution and respect. My client has a strong desire to remain friends with you and limit conflict.

Sometimes unfortunate events occur. That is why we all pay for insurance --- for instances just like this. I believe that you may be covered for this unfortunate incident under the liability portion of your Homeowner's Insurance Policy.

The purpose of this letter is to request that you share your insurance information with me so I can deal directly with your insurer. I ask that you please provide me with the name of your Homeowner's Insurance Company for the policy which was in effect on the date of the incident, including the policy number. Fill that information in at the end of this letter and I will do the rest.

If it is easier for you, you may simply provide me with a copy of the policy "Declarations Page." That is the page that lists the coverages and sometimes has an invoice at the bottom for payment of the premium. I have enclosed a self-addressed and stamped envelope for your convenience.

If you would prefer, you can forward this letter directly to you insurer and ask it to contact me. They will do the rest.



You are welcome to call me if you have any questions or concerns. I can assure you that our interests are mutual and that I will handle this matter in a friendly and sensitive way.

Your friendship and cooperation is valued by my clients. I have assured them that I will do everything in my power to limit your inconvenience and involvement. On my client's behalf, I thank you in advance for your cooperation.

Very truly yours,

**BARRY P. GOLDBERG**  
**A PROFESSIONAL LAW CORPORATION**

**Barry P. Goldberg**

BPJ:so

Enc. (SASE)

Cc: Client

My Homeowner's Insurance Policy in effect on the date of the incident was:

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My Policy Number is:

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My Insurance Company/Agent's Phone Number and contact information is:

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The Claim Number assigned to this claim (if any) is:

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