FICTIONAL SAMPLE · DRAFTED BY DEMANDLETTERHUB FROM A MADE-UP CASE FILE · NOT LEGAL ADVICE

PLEASE VERIFY BEFORE SENDING

Unverified AI draft. Every fact must be checked against the records before use. It is not legal advice. Fill in every [ADD: …] placeholder, set the demand amount, confirm anything marked [VERIFY], and delete this box before sending.

- Check Nevada's required form and notice period before sending.
- Nevada items marked [VERIFY] in the letter (government immunity and its exceptions, and whether a stated amount is required or forbidden) must be confirmed. The designated recipient for the City is also unconfirmed. The firm notes say City Clerk and Risk Management Division.
- Check the totals. The medical charges add to $15,895.00, matching the bill's stated total. The overall total of $39,614.50 is my addition of the listed items and must be checked.
- Vehicle loss: Silverpine Auto Insurance paid $12,450.00 and has given notice of subrogation. Confirm how the claim should treat the insurer's interest and the client's $1,000.00 deductible. Also confirm who holds the $1,900.00 salvage, since the records do not say. The letter lists the $13,450.00 actual cash value as read.
- Wage statement: it is signed May 29, 2026 but counts hours through May 31, 2026. March 4 through April 12 would normally be about 224 hours of full-time work, but the statement says 216. Confirm the hours with the employer. No wage loss after May 31 is documented, even though the June 18 note imposes a work restriction.
- The orthopaedic bill ($2,145.00) does not list dates of service. The table uses the visit dates in the records, and physical therapy is described only as April to June 2026. Obtain itemized dates.
- Missing facts: claimant address, claim number, recipient names and addresses, delivery method, response deadline, demand amount, and any required claimant signature or verification.
- Possible future arthroscopic repair is mentioned in the records only as an option. No future cost is stated, so none is claimed.
- The truck camera is noted only in the police report. Confirm the preservation request is wanted.

Okafor Leland Injury Law
[ADD: firm street address]
[ADD: city, state ZIP]
[ADD: phone] · [ADD: email]

[ADD: date]

VIA [ADD: delivery method]

[ADD: designated recipient] [VERIFY]
Office of the City Clerk
City of Sagebrush Flats
[ADD: street address]
[ADD: city, state ZIP]

[ADD: recipient name]
Risk Management Division
City of Sagebrush Flats
[ADD: street address]
[ADD: city, state ZIP]

Re: Notice of Claim against the City of Sagebrush Flats. Claimant: Maribel A. Ortega. Date of loss: March 4, 2026. Police Report No. SFPD-TA-26-02144. Claim No.: [ADD: claim number]

Dear [ADD: recipient name]:

Introduction

We represent Maribel A. Ortega, who presents this claim against the City of Sagebrush Flats for injuries and losses arising from a collision on March 4, 2026 with a City-owned refuse truck driven by a City employee. [police_traffic_report.pdf p.1] [firm notes]

Required form and notice

This letter is submitted as notice of Ms. Ortega's claim. [VERIFY: Nevada required form, content, notice period and delivery method for a notice of claim against this entity] [VERIFY: Nevada deadline to present the claim, and when it starts to run] [VERIFY: whether this agency requires its own claim form or a signed verification]

The incident

Claimant: Maribel A. Ortega, [ADD: claimant address].

On March 4, 2026 at about 8:52 AM, Ms. Ortega was driving her 2019 compact sedan northbound on Delmont Street at the alley entrance behind the 1700 block of Juniper Avenue in Sagebrush Flats, Nevada. The weather was clear and the road was dry. [police_traffic_report.pdf p.1]

The Sagebrush Flats Police Department report states that a 2021 automated side-loader refuse truck, unit 4417, exited the alley onto Delmont Street, passed a posted stop sign at the alley mouth without stopping, and struck the right side of Ms. Ortega's vehicle. [police_traffic_report.pdf p.1] The truck is owned by the City of Sagebrush Flats, Department of Public Works, Solid Waste Division. It was driven by Curtis Hale, a City employee on route. [police_traffic_report.pdf p.1]

According to the report, Mr. Hale stated he was looking at the route display and "thought the street was clear." Witness Arlo Benavidez, a pedestrian on Delmont Street, confirmed that the truck did not stop. [police_traffic_report.pdf p.1] The report records heavy right-side damage to Ms. Ortega's vehicle, with both right doors pushed in, and that the vehicle was towed. [police_traffic_report.pdf p.1]

Ms. Ortega complained of right shoulder and neck pain at the scene. She was transported by Sagebrush Flats Fire Department Rescue 3 to Desert Bloom Medical Center. [police_traffic_report.pdf p.1] City Public Works supervisor Laura Kemp responded to the scene at 9:20 AM. The investigating officer was Ofc. Damon Whitley, Badge 1186. [police_traffic_report.pdf p.1]

The report notes a truck camera system on the City vehicle. [police_traffic_report.pdf p.1] We ask that the City preserve all video, camera data, route display and dispatch data, and maintenance and driver records for unit 4417 and Mr. Hale relating to March 4, 2026.

Basis of the claim

The police report lists the contributing factors for the City's vehicle as failure to stop at a stop sign and inattention. [police_traffic_report.pdf p.1] The driver was a City employee on route in a City-owned truck. [police_traffic_report.pdf p.1] Ms. Ortega's claim is that the City is responsible for the negligence of its employee, which caused the collision and her resulting injuries and losses. [VERIFY: Nevada rule on government immunity and its exceptions]

Injuries and damages

On March 4, 2026, the Desert Bloom Medical Center emergency department recorded right shoulder pain, neck pain and right-sided chest wall tenderness from the seat belt. Shoulder and chest x-rays and a cervical spine CT were negative for fracture. The diagnoses were right shoulder sprain, cervical strain and chest wall contusion. She was given a sling and ibuprofen and was taken off work. [medical_records_and_bills.pdf p.1]

At High Desert Orthopaedic Group on March 16, 2026, she had pain with overhead reach and weakness. An MRI on March 23, 2026 showed a partial-thickness supraspinatus tear and labral fraying of the right shoulder. [medical_records_and_bills.pdf p.1] She completed 22 physical therapy visits between April and June 2026 and received a subacromial steroid injection on May 7, 2026. [medical_records_and_bills.pdf p.1] On June 18, 2026 she was improved but had residual pain with lifting overhead. She was placed on light duty with no lifting over 20 pounds overhead. Her physician noted that arthroscopic repair is an option if symptoms continue. [medical_records_and_bills.pdf p.1]

Ms. Ortega's vehicle was appraised as a total loss. The repair estimate of $14,880.00 exceeded the actual cash value of $13,450.00, and the vehicle was in good condition with no prior damage. [vehicle_and_wage_loss.pdf p.1] Her own insurer, Silverpine Auto Insurance, paid $12,450.00 (actual cash value less her $1,000.00 deductible) on April 14, 2026 and has given notice of its subrogation interest. [vehicle_and_wage_loss.pdf p.1]

Ms. Ortega is a front office coordinator at Tumbleweed Pediatric Dental, earning $24.50 per hour at 40 hours per week. Her employer reports 216 hours lost while she was off work from March 4 through April 12, 2026. It reports another 105 hours lost from April 13 through May 31, 2026, while her schedule was reduced to 25 hours per week. That is 321 hours in total. [vehicle_and_wage_loss.pdf p.1]

Item	Date	Amount	Source
Ambulance, Sagebrush Flats Fire Department	03/04/2026	$1,620.00	[medical_records_and_bills.pdf p.1]
Emergency department, Desert Bloom Medical Center	03/04/2026	$5,870.00	[medical_records_and_bills.pdf p.1]
High Desert Orthopaedic Group, visits and injection	Not itemized on bill (visits March 16 to June 18, 2026 per records)	$2,145.00	[medical_records_and_bills.pdf p.1]
MRI right shoulder, Mesa Imaging	03/23/2026	$2,300.00	[medical_records_and_bills.pdf p.1]
Physical therapy, Canyon Rehab, 22 visits	April to June 2026	$3,960.00	[medical_records_and_bills.pdf p.1]
Lost wages, Tumbleweed Pediatric Dental (321 hours)	March 4 to May 31, 2026	$7,864.50	[vehicle_and_wage_loss.pdf p.1]
Vehicle actual cash value before loss	Date of loss	$13,450.00	[vehicle_and_wage_loss.pdf p.1]
Towing and storage, Juniper Tow and Storage	March 4 to March 30, 2026	$865.00	[vehicle_and_wage_loss.pdf p.1]
Rental car, Basin Way Car Rental	March 6 to April 10, 2026	$1,540.00	[vehicle_and_wage_loss.pdf p.1]
Total (as read from the bills)		**$39,614.50**	

The medical charges within this total are $15,895.00 as stated on the itemized charges. [medical_records_and_bills.pdf p.1] The vehicle's salvage value is stated as $1,900.00. [vehicle_and_wage_loss.pdf p.1] Silverpine Auto Insurance's subrogation interest is noted above. Ms. Ortega also claims her pain, limitations and other damages recoverable under Nevada law, and the list above does not include them.

Amount claimed

Ms. Ortega claims [ADD: demand amount]. [VERIFY: whether Nevada requires or forbids a stated amount]

Please respond to this notice in writing by [ADD: response deadline]. Ms. Ortega reserves all rights and remedies, including the right to supplement this notice as further records and information become available.

Sincerely,

Chidi O. Okafor
Okafor Leland Injury Law

[ADD: claimant signature, if required]