[On Company Letterhead of PARTY 1]

[PARTY 2]

[Address Line 1]

[Date]

**Request for Indemnification under [NAME OF AGREEMENT]**

Dear [ADDRESSEE],

Reference is made to the [NAME OF AGREEMENT], dated [DATE], between [LEGAL NAME OF YOUR PARTY] (“**we**” or “**our**”) and [LEGAL NAME OF OTHER PARTY] (“**you**” or “**your**”) (the “**Agreement**”). Pursuant to Section [NUMBER] of the Agreement, we are writing to formally request indemnification in connection with [*DESCRIPTION OF INCIDENT OR ISSUE, e.g., a third-party claim, loss, or damage*].

Specifically:

1. On or about [DATE], [*DESCRIPTION OF INCIDENT, e.g., a claim was filed against us by a third party alleging [NATURE OF CLAIM]*].
2. This matter falls within the scope of the indemnity obligations outlined in Section [NUMBER] of the Agreement, which requires [you/your organization] to indemnify and hold us harmless against [*specific type of loss, e.g., legal claims, damages, costs, and expenses*].

To fulfill this obligation, we request that you:

1. Confirm in writing by [DATE] that you will assume responsibility for [DESCRIPTION OF REQUESTED ACTION, e.g., legal defense, payment of damages, or reimbursement of costs].
2. Provide any additional information or actions you require from us to facilitate this process.

Attached to this letter are copies of relevant documentation, including [*LIST OF DOCUMENTS, e.g., the claim, legal correspondence, or evidence of incurred losses*]. Please review these materials and let us know if you require further details.

Please direct any questions or responses to [NAME], [TITLE], at [EMAIL ADDRESS/PHONE NUMBER].

This letter is issued without prejudice to any of our rights, remedies, or defenses under the Agreement or applicable law, all of which are expressly reserved.

Yours faithfully,

……………………………………………………….

**Name:** [NAME]

**Title:** [TITLE]