

[LETTERHEAD]

[Date]

[Name and Address]

REJECTION OF TIMELY CLAIM

Dear _____:

Notice is hereby given that the claim you presented to the _____
[insert title of board or officer] on _____ *[date]* was rejected on _____
[date] by _____ *[title of Board or officer]* *[or]*
[operation of law].

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a court action in a municipal or superior court of the State of California on this claim. See Government Code section 945.6.

This time limit applies only to causes of action arising under California law for which a claim is mandated by the California Government Tort Claims Act, Government Code sections 900 et. seq. Other causes of action, including those arising under federal law, may have shorter time limitations for filing.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

[Title]

[Reference: Government Code section 913(b); §5 of text.]

PROOF OF SERVICE BY MAIL

I am a citizen of the United States, over 18 years of age, and not a party to the within entitled action. I am employed in _____ County and my business address is:

On this date I served the attached **REJECTION OF TIMELY CLAIM**, dated _____, by placing a true copy thereof enclosed in a sealed envelope with postage fully prepaid in the United States mail at _____, California, addressed as shown below.

I declare, under penalty of perjury, that the foregoing is true and correct.

Executed at _____, California on _____, 20__ by:

[Title]

Copy to: