

**NOTICE OF DENIAL OF CLAIM**

TO: [Claimant]  
[Address]

RE: [Claimant Name]  
Claim Filed [date]

Dear [Claimant],

Notice is hereby given that the subject claim was rejected by the Chief Business Officer, an authorized delegate of the Monrovia Unified School District, pursuant to Government Code Section 935.4 on [date].

WARNING

Subject to certain exceptions, you have only six (6) months from the date this letter was deposited in the mail [date] to file a court action on this claim. See Government Code Section 945.6.

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.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Title of Officer