

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Re: Demand for Emotional Distress Damages

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally demand compensation for emotional distress damages caused by [briefly describe the incident or actions leading to the emotional distress].

On [date of incident], [provide a detailed account of the event, including facts and circumstances that led to your emotional distress]. As a result of this incident, I have experienced [describe the emotional distress you have suffered, such as anxiety, depression, sleeplessness, etc.].

I have sought treatment from [name any healthcare providers or therapists] to address these issues and have incurred medical expenses totaling [amount]. Furthermore, the impact on my daily life has been significant, affecting my [mention aspects like work, relationships, and overall wellbeing].

Considering the severity of the emotional distress experienced, I am requesting a compensation amount of [specific amount]. I believe this amount is fair and reflective of the damages incurred.

I hope to resolve this matter amicably and look forward to your prompt response. Please respond to this letter by [date - typically 14-30 days from the date above].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]