

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

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

Dear [Recipient's Name],

RE: Demand for Compensation for Personal Injury

I hope this letter finds you well. I am writing to formally present my demand for compensation regarding the personal injury I sustained as a result of the incident that occurred on [date of incident] at [location of incident].

As you are aware, I was injured due to [briefly describe how the incident occurred]. The injuries I sustained include [list injuries]. These injuries have not only caused me significant physical pain and suffering but have also resulted in [mention any financial losses, such as medical bills, lost wages, etc.].

I have attached relevant documentation, including my medical records, bills, and any other pertinent evidence to substantiate my claims. My total damages amount to [state total amount you're demanding], which includes:

- Medical expenses: [amount]
- Lost wages: [amount]
- Pain and suffering: [amount]
- [Any other relevant categories]

Given the circumstances, I believe this demand for compensation is justified. I kindly request that you respond to this letter within [number of days, typically 30 days] to discuss how we can resolve this matter amicably.

Should we not reach an agreement, I am prepared to pursue any and all legal remedies available to me to seek compensation for my injuries. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]