

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

[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]

Subject: Demand for Payment for Property Damage

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request compensation for property damage that occurred on [date of the incident] at [location of the incident].

The damage was caused by [briefly describe the incident and responsible party], resulting in [description of the property damage]. I have attached copies of relevant documentation, including photographs of the damage, repair estimates, and any other supporting evidence.

The total amount for repairs is [amount]. I kindly ask that you remit this amount no later than [deadline for payment].

Please feel free to contact me at [your phone number] or [your email address] should you have any questions regarding this matter. Thank you for your prompt attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]