

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

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

Subject: Demand for Compensation for Property Damage

Dear [Recipient's Name],

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

As a result of [brief description of incident, e.g., "the accident involving your vehicle"], my property sustained significant damage, including [list specific damages]. The total estimated cost for repairs is [amount].

Attached, you will find:

1. Copies of repair estimates
2. Photographs of the damage
3. Any relevant documentation (e.g., police report, witness statements)

I kindly ask that you process this claim and provide compensation by [date, typically 30 days from the date of the letter]. If I do not receive a response by this time, I may have to consider pursuing further action to resolve this matter.

Thank you for your prompt attention to this issue. I look forward to your response.

Sincerely,

[Your Name]