

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

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

RE: Demand for Payment of Damages

Dear [Recipient Name],

I am writing to formally request payment for damages incurred as a result of [briefly explain the incident, e.g., "the damage to my property during the incident on [date]"].

The details of the incident are as follows:

- Date of the incident: [insert date]
- Location: [insert location]
- Description of the damages: [describe the damages in detail]

According to my calculations, the total cost of repairs and damages amounts to [insert amount]. I have attached copies of relevant documents, including estimates, invoices, and photographs, which support my claim.

I kindly request that payment for these damages be made within [insert a specific time frame, e.g., "30 days"] from the date of this letter. If I do not receive the payment or a response within this time frame, I will have no choice but to pursue legal action in small claims court to recover the amount owed.

Thank you for your prompt attention to this matter. I hope we can resolve this situation amicably.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]