

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Re: Demand for Settlement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally present my demand for settlement regarding [brief description of the issue, e.g., an accident, contract dispute, etc.], which occurred on [date of incident]. Due to this incident, I have incurred [briefly outline damages, losses, or expenses]. Specifically, I am seeking compensation for [list specific damages, e.g., medical expenses, lost wages, property damage, etc.]. Based on my calculations, the total amount for which I am seeking settlement is [total amount]. I believe this is a fair and reasonable amount considering [brief justification or supporting details].

I kindly ask that you respond to this demand by [specific date]. I hope we can resolve this matter amicably and avoid further escalation. Should you wish to discuss this further, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]