

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

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

RE: Formal Request for Financial Compensation regarding [Reference Number/Incident Date]

Dear [Recipient Name],

I am writing this letter to formally request financial compensation for damages and losses I have incurred as a result of [briefly describe the incident, e.g., a car accident, property damage, breach of contract, or personal injury] which occurred on [Date] at [Location].

The circumstances of the incident are as follows: [Provide a concise description of the facts and why the recipient is responsible].

As a direct result of this incident, I have suffered the following losses:

- [Description of damage/loss 1]: \$[Amount]
- [Description of damage/loss 2]: \$[Amount]
- [Description of damage/loss 3]: \$[Amount]

The total amount of compensation I am seeking is \$[Total Amount]. Attached to this letter are copies of [mention supporting documents, e.g., receipts, invoices, repair estimates, or medical reports] which verify these costs.

I request that you review this matter and provide a written response regarding your intent to compensate me by [Date, usually 10-14 days from letter date]. I hope to resolve this matter amicably; however, I reserve the right to pursue further legal action should we fail to reach an agreement.

Please send the payment or your response to the address listed above. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]