

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

[Date]

[Recipient's Name]
[Recipient's Address]

RE: NOTICE OF DEMAND FOR PROPERTY DAMAGE COMPENSATION

Dear [Recipient's Name],

This letter serves as a formal demand for compensation regarding damage caused to my property located at [Property Address/Description of Property].

The damage occurred on [Date of Incident] as a result of [briefly describe how the damage happened, e.g., a vehicle collision, water leak from your unit, etc.]. The specific damages include:

- [Description of damage item 1]
- [Description of damage item 2]

I have obtained [estimates/invoices] for the necessary repairs or replacement of the damaged property. The total cost of these repairs amounts to \$[Total Amount]. Attached to this letter are copies of the [receipts/quotes/photos] documenting the damage and the associated costs.

I am requesting that you pay the full amount of \$[Total Amount] by [Deadline Date, e.g., 14 days from today]. Please make the payment via [Payment Method, e.g., check, bank transfer].

If I do not receive payment or a satisfactory response by the date mentioned above, I will be forced to pursue further legal action to recover the full amount, which may include filing a claim in Small Claims Court. This may result in additional costs for which you could be held liable.

I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]