**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient Name]**

[Recipient Title]

[Company Name]

[Company Address]

[City, State ZIP Code]

Dear **[Recipient Name]**,

I am writing to file a formal claim for property damage sustained on **[Date of Incident]**. On that date, **[briefly explain the occurrence, such as a tree falling on your land or a car hitting your fence, for example]**. As a result of this occurrence, **[explain the damages, such as a broken window or roof damage, for example].**

For your convenience, I have included images of the damages in my letter. I also want to draw your attention to the fact that I have already reported the event to **[name of the authorities, if applicable] and have been assigned a report number [report number].**

I am requesting that **[Company Name]** accept full responsibility for the damages and pay me **[compensation/reimbursement]** for the cost of repairs. I know that the repair cost may be subject to a professional evaluation. I am happy to make arrangements for an assessment at your earliest convenience.

I appreciate your rapid response to this problem and hope to hear from you soon. If you want any further information or clarification, please do not hesitate to contact me.

Thank you for your attention and time.

Sincerely,

**[Your Name]**

[Phone Number]

[Email Address]

**Enclosures**: **[List of enclosures, such as photographs of the damages, police report, etc.]**

**Cc**: **[Name of any other parties that should be copied on the letter, such as your insurance company or attorney]**