

# Subrogation Recovery Demand Letter

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request the recovery of subrogation against your insured, [Insured's Name], under the commercial general liability policy number [Policy Number]. This demand arises from an incident that occurred on [Date of Incident], causing substantial damages to our property.

Details of the Incident:

- Date of Incident: [Insert Date]
- Description of Incident: [Brief Description]
- Total Damages Incurred: \$[Amount]

Enclosed are copies of the relevant documentation, including the incident report, photographs of the damages, and invoices for repairs. We believe that liability clearly rests with your insured, as indicated in the enclosed materials.

We request that the total amount of \$[Amount] be remitted to us within [Number] days of the date of this letter. Please direct any correspondence regarding this matter to my attention at the contact information provided above.

Thank you for your prompt attention to this matter. We look forward to your timely response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]