

# Letter of Demand for Compensation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request compensation related to the service failure I experienced with [Transport Service Name] on [Date of Incident]. The details of the incident are as follows:

- **Service Type:** [Bus/Train/Flight]
- **Booking Reference:** [Booking Number]
- **Date and Time:** [Date and Time of Service]
- **Location:** [Departure and Destination Locations]
- **Description of the Issue:** [Describe the service failure and its impact]

Due to this failure, I incurred additional expenses totaling [Amount] and suffered significant inconvenience. I believe that compensation is warranted in this case.

Attached are copies of relevant documents including receipts and correspondence related to this matter. I kindly request that you consider my demand for compensation and respond by [Insert Deadline for Response].

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

Sincerely,

[Your Name]