

Letter of Demand for Recompense

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally demand recompense for unauthorized actions taken that have adversely affected my personal/business interests. On [specific date], [describe the unauthorized action briefly]. This act has resulted in [describe the impact of the action, including any financial losses, damages, or other consequences].

As per our previous communication and the relevant agreements, I believe that I am entitled to compensation amounting to [specific amount or description of recompense being sought]. I request that this matter be resolved promptly to avoid further escalation.

Please respond to this letter within [number of days] days from the date above. I hope we can resolve this matter amicably.

Thank you for your prompt attention to this serious matter.

Sincerely,

[Your Name]