

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding damage to my property that occurred during a home invasion on [date of incident]. The incident resulted in significant damage, including [list damaged items or areas].

As a result of this incident, I am requesting [specific actions you want the recipient to take, such as reimbursement or repair of the damages]. I trust that you will handle this matter promptly and provide a satisfactory response.

Thank you for your attention to this serious issue. I look forward to your prompt reply.

Sincerely,
[Your Name]