

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

Recipient Name
Company/Agency Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally lodge a complaint regarding the property damage claim I submitted on [date of claim submission] related to [brief description of the incident].

Despite providing all necessary documentation and evidence, I have yet to receive a satisfactory response or resolution regarding my claim. The details are as follows:

- Claim Number: [Your claim number]
- Date of Incident: [Date]
- Description of Damage: [Description]

I believe my claim is valid and meets all the requirements for compensation. I would appreciate your prompt attention to this matter and a clear response regarding the status of my claim.

Thank you for your time and consideration. I look forward to your swift reply.

Sincerely,
[Your Name]