



## Compensation

Date: \_\_\_\_\_

To: \_\_\_\_\_

(Name and address of party with whom you have a dispute)

From: \_\_\_\_\_

I am requesting compensation for the following problem:

(Describe in your own words exactly what happened. Specify dates, names of people with whom you dealt, and the damages you have suffered.)

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Please send me a check or money order in the amount of \$\_\_\_\_\_ on or before \_\_\_\_\_ (specify date). If I don't receive payment by this date, I will take this case to court immediately, unless you notify me that you are willing to try to resolve this dispute through mediation. In that case, I am willing to meet with a neutral third party agreed to by both of us in a good faith attempt to resolve the dispute without court action.

Thank you for your immediate attention to this matter.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Phone number

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