

Date: _____

To,

[Recipient's Name/Title]

[Company/Bank/Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Request for Compensation Due to Lost Payment

Dear [Recipient's Name/Title],

I am writing to formally request compensation for a payment that has been lost in transit. The payment was sent on **[Date of Payment]** via **[Method of Payment, e.g., Bank Transfer/Cheque/Other]** with the following details:

- Payment Reference/Cheque Number: _____
- Amount: _____
- Sender Account/Name: _____
- Recipient Account/Name: _____

Despite my efforts to trace this payment, I have been unable to obtain confirmation or recovery of the lost funds. I have attached supporting documents for your reference, including transaction receipts and correspondence related to this matter.

I kindly request that the lost amount be compensated at the earliest possible date. Please let me know if further details or documents are required to process this request.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Contact Number]

[Email Address]

Important Notes:

- Ensure to include all relevant payment and contact details.
- Attach copies of supporting documentation (proof of payment, correspondence, etc.).
- Retain copies of the letter and sent documents for your records.
- Send the letter via a trackable method (e.g., registered post or official email).
- Follow up if you do not receive a timely response to your request.