

Settlement Offer for Claim #123456

Date: [Insert Date]

Claimant Name: [Insert Claimant Name]

Claimant Address: [Insert Claimant Address]

Dear [Claimant Name],

We are writing to inform you regarding your insurance claim submitted on [Insert Claim Date] under claim number 123456. After a thorough review of the documentation and circumstances surrounding your claim, we are pleased to present a settlement offer.

We have determined that the damages incurred amount to [Insert Amount]. As a resolution to your claim, we are offering a settlement of [Insert Settlement Amount]. This offer is based on the policy coverage and the detailed assessment carried out by our claims adjuster.

Should you accept this settlement offer, please sign and return the enclosed acceptance form by [Insert Deadline Date]. If you have any questions or would like to discuss this offer further, feel free to contact us at [Insert Contact Information].

Thank you for your patience throughout this process.

Sincerely,

[Your Name]

[Your Position]

[Insurance Company Name]

[Insurance Company Address]

[Insurance Company Phone Number]