

# Settlement Offer Letter

[Your Name]

[Your Title / Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Claimant's Name]

[Claimant's Address]

[City, State, ZIP Code]

**Subject: Settlement Offer for Claim #[Claim Number]**

Dear [Claimant's Name],

We are writing to inform you about the settlement offer regarding your claim submitted on [Date of Claim Submission] concerning [Brief Description of Incident]. After a thorough review of the details, we have assessed the damages and associated costs.

Upon evaluation, we are prepared to offer you a settlement amount of \$[Settlement Amount]. This amount is based on our findings, which include [Brief Details of Findings and Evidence].

If you agree to this settlement offer, please sign and return the enclosed release form by [Response Deadline]. Upon receipt of your signed agreement, we will process the payment promptly.

If you have any questions or require further clarification, please do not hesitate to contact me directly at [Phone Number] or via email at [Email Address].

Thank you for your attention to this matter. We look forward to resolving your claim efficiently.

Sincerely,

[Your Name]

[Your Title]

[Company Name]