

Settlement Offer Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Re: Settlement Offer for Personal Injury Claim - [Claim Number]

Dear [Recipient's Name],

I am writing to formally present a settlement offer in connection with my personal injury claim resulting from the incident on [Date of Incident]. As you know, the accident has caused significant physical, emotional, and financial hardships for me.

After careful consideration, I am proposing a settlement amount of \$[Settlement Amount] to resolve this matter amicably. This amount takes into account my medical expenses, lost wages, pain and suffering, and other related damages.

I believe this settlement offer is fair and reasonable considering the circumstances. I hope to reach an agreement that avoids the need for continued litigation. Please respond to this offer by [Response Deadline].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]