

Settlement Offer Regarding Property Damage

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally present a settlement offer regarding the property damage sustained on [insert date of damage] at [insert property address].

As you are aware, the damage occurred due to [brief description of how the damage occurred]. Following the incident, I have incurred expenses totaling [insert amount] for repairs and related costs.

To resolve this matter amicably, I am willing to accept a settlement of [insert offer amount], which I believe is a fair reflection of the damages incurred. This offer is made in consideration of the desire to avoid prolonged negotiations or potential legal proceedings.

Please review this offer and let me know if you are open to discussing this further. I am hopeful we can reach a mutually agreeable resolution.

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

Sincerely,

[Your Name]