

Settlement Offer Letter

Date: [Insert Date]

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

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

Subject: Personal Injury Damages Settlement Offer

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally present a settlement offer regarding my personal injury claim, stemming from the incident that occurred on [Insert Date of Incident]. As you are aware, I sustained [briefly describe injuries] and have incurred significant medical expenses, lost wages, and pain and suffering.

After careful consideration and consultation with my legal representatives, I am proposing a settlement amount of \$[Insert Settlement Amount]. This amount is intended to cover the following:

- Medical expenses: \$[amount]
- Lost wages: \$[amount]
- Pain and suffering: \$[amount]

I believe this settlement offer is fair, taking into account the facts of the case and the impact this incident has had on my life. I look forward to your prompt response. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you wish to discuss this matter further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]