

Claim Settlement Agreement

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Claim Settlement Agreement

I am writing to formally present a claim settlement agreement regarding the incident that occurred on [insert date of incident].

Details of the Claim:

- Claim Number: [Insert Claim Number]
- Incident Date: [Insert Incident Date]
- Description of Incident: [Brief description]

After our discussions and considerations, we have agreed on the following terms:

1. Amount of Settlement: [Insert Settlement Amount]
2. Payment Method: [Check, Bank Transfer, etc.]
3. Payment Due Date: [Insert Payment Due Date]

By signing below, both parties agree to the terms stated above and acknowledge that this settlement resolves all claims related to the incident mentioned.

Sincerely,

[Your Signature]

[Your Printed Name]

Accepted by:

[Recipient's Signature]

[Recipient's Printed Name]

Date: [Insert Date]