

Insurance Claim Settlement Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of our decision regarding your insurance claim, [Claim Number]. After thoroughly reviewing the information provided, we are pleased to offer you a settlement amount of [Settlement Amount].

This offer is based on the assessment of your claim and the supporting documentation that you submitted. We believe this settlement adequately compensates you for the damages/injuries incurred, as stated in your claim.

Please review this offer and let us know your acceptance by [Response Deadline]. Should you have any questions or require further clarification, do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your cooperation throughout this process.

Sincerely,

[Your Name]

[Your Position]

[Insurance Company Name]