

Letter of Negotiation for Claim Settlement Terms

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Recipient's Name

Recipient's Position

Company Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to discuss the recent claim filed under [Claim Number], regarding [Brief Description of the Claim].

After reviewing the initial settlement offer, I believe it is necessary to revisit the terms to reach a mutually agreeable resolution. I appreciate your efforts thus far and would like to propose a meeting or a call to discuss the following terms:

- [Proposed Term 1]
- [Proposed Term 2]
- [Proposed Term 3]

My intention is to find an outcome that is fair and satisfactory for both parties involved. I am open to discussing various options that may better align with our expectations and needs.

Please let me know a suitable time for us to connect and discuss this matter further. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]