

Settlement Demand Letter

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

[Date]

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

Dear [Recipient's Name],

Subject: Demand for Settlement Claim No. [Claim Number]

I am writing to formally present my demand for a settlement regarding the incident that occurred on [date of incident] that resulted in [brief description of injury or damage]. As a result of the incident, I have incurred significant expenses, including [list expenses such as medical bills, lost wages, property damages, etc.].

Attached to this letter, you will find documentation supporting my claim, including medical records, bills, and any other relevant evidence. Given the circumstances and the impact on my life, I believe a fair settlement for my claim would be [dollar amount].

I hope to resolve this matter quickly and amicably, and I am open to discussing this proposal further. Please feel free to contact me at your earliest convenience to discuss how we can move forward.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]