

Settlement Offer Proposal

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Address]
[Insert City, State, Zip Code]

Dear [Recipient's Name],

We are writing to propose a settlement in relation to the personal injury case resulting from the incident on [Insert Date of Incident]. As you are aware, our client, [Insert Client's Name], sustained injuries due to [brief description of the incident].

After careful consideration of the circumstances, medical expenses, lost wages, and pain and suffering endured by our client, we believe that a fair settlement amount would be [Insert Proposed Amount]. This offer is made in good faith to avoid further legal proceedings and to ensure a timely resolution for all parties involved.

We request that you respond to this proposal by [Insert Response Deadline]. We are open to discussing the terms further and negotiating to reach an amicable agreement.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Firm's Name]
[Your Firm's Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Your Email Address]