

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Insurance Company or Opposing Party's Name]

[Address]

[City, State, Zip Code]

Re: Settlement Proposal for Personal Injury Claim - [Your Claim Number]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally propose a settlement regarding my personal injury claim arising from the incident that occurred on [date of the incident]. As you are aware, I sustained [briefly describe the injuries] as a result of [briefly describe the incident].

Following extensive medical treatment and recovery, I have incurred significant expenses including medical bills, lost wages, and additional costs pertinent to my rehabilitation. The total amount of these expenses is approximately [total amount]. Additionally, I have experienced pain and suffering, which I believe justifies a compensation amount for intangible damages.

In light of the above, I am proposing a total settlement amount of [requested settlement amount]. I believe this figure fairly represents my current and future needs as a result of the injuries sustained in the incident.

I am hopeful that we can reach a mutually agreeable resolution without the necessity of further legal action. Please feel free to contact me at your earliest convenience to discuss this proposal further.

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

Sincerely,

[Your Name]