

Settlement Demand Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Insurance Company or Defendant's Name]

[Address]

[City, State, Zip Code]

Re: Settlement Demand for [Case Name/Number]

Dear [Recipient's Name],

I am writing to formally present my demand for settlement regarding the incident that occurred on [Date of Incident] which involved [Brief Description of Incident]. As a result of this incident, I have experienced [List Injuries or Damages], resulting in [Details of Financial Losses].

After careful consideration and consultation with my legal counsel, I am seeking a total settlement amount of [Dollar Amount]. This figure is based on [Brief Explanation of How Amount was Calculated, such as medical expenses, lost wages, pain and suffering].

I believe this settlement demand is fair, given the circumstances. I am hopeful that we can resolve this matter amicably and avoid further litigation.

Please respond to this letter within [Specify Time Frame, e.g., 30 days]. If I do not hear from you by this date, I may pursue legal action to protect my rights.

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

Sincerely,

[Your Name]