

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

[Date]

[Adjuster Name]
[Insurance Company Name]
[Address]
[City, State, Zip Code]

RE: Notice of Intent to Settle Prior to Litigation

Claim Number: [Insert Claim Number]
Date of Incident: [Insert Date]
Your Insured: [Insert Name of At-Fault Party]

Dear [Adjuster Name],

This letter serves as a formal notice of my intent to reach a settlement regarding the personal injury claim arising from the incident on [Date of Incident]. I am providing this opportunity to resolve this matter through a pre-litigation settlement to avoid the necessity, time, and expense of a formal lawsuit.

As previously documented in the demand package sent on [Date of Demand Letter], the liability of your insured is clear. As a direct result of your insured's negligence, I sustained the following injuries and damages:

- [List Major Injuries]
- [Total Medical Expenses to Date]
- [Lost Wages/Income]
- [Pain and Suffering/General Damages]

I am prepared to settle all claims against your insured for the total sum of \$[Insert Dollar Amount]. This offer is a good-faith attempt to resolve this dispute efficiently.

Please be advised that if we are unable to reach a settlement agreement by [Insert Deadline Date, e.g., 14 days from today], I will proceed with filing a formal complaint in the [Insert Name of Court] to seek full compensatory damages through litigation.

I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]

[Your Printed Name]