

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title/Insurance Claims Department]

[Company Name]

[Address Line 1]

[Address Line 2]

## **RE: LETTER OF INTENT TO SETTLE PRIOR TO LITIGATION**

**Claimant:** [Full Name of Injured Party]

**Product:** [Product Name/Model Number/Serial Number]

**Date of Incident:** [Date]

**Claim Number:** [Reference Number if applicable]

To Whom It May Concern,

This letter serves as a formal notice of intent to reach a settlement regarding the product liability claims against [Company Name] arising from the injuries sustained by [Claimant Name] on [Date of Incident]. This letter is sent for settlement purposes only and is protected under Federal Rule of Evidence 408 and similar state statutes.

### **Description of Incident and Liability:**

On [Date], the Claimant was using the [Product] in a foreseeable manner when [Describe the failure: e.g., it exploded, collapsed, malfunctioned]. We contend that the product was [defectively designed / defectively manufactured / lacked adequate warnings], making [Company Name] strictly liable for the resulting damages.

### **Injuries and Damages:**

As a direct result of this defect, the Claimant suffered the following injuries:

[List primary injuries].

The total damages include, but are not limited to:

- Medical Expenses (Past and Future): \$[Amount]
- Lost Wages/Earning Capacity: \$[Amount]
- Pain and Suffering: [Description]
- Property Damage: \$[Amount]

### **Settlement Proposal:**

In an effort to avoid the significant costs and time associated with formal litigation, the Claimant

is prepared to sign a full release of all claims against [Company Name] in exchange for a one-time lump sum payment of **[\$Settlement Amount]**.

**Terms of Negotiation:**

This offer shall remain open until [Date/Time]. If we do not receive a written acceptance or a good-faith counter-offer by this date, we will proceed with the filing of a formal complaint in the [Name of Court] to seek full compensatory and, if applicable, punitive damages.

Please contact our office at [Phone Number] to discuss this matter further.

Sincerely,

[Your Signature]

[Your Printed Name]