

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

[Date]

[Claimant Name]
[Claimant Address]
[City, State, Zip Code]

Re: SETTLEMENT OFFER FOR CLAIM #[Claim Number]

Date of Accident: [Date]

Location: [Location]

Involved Vehicle: [Truck Unit Number / License Plate]

Dear [Claimant Name],

Following our investigation of the motor vehicle accident involving our fleet vehicle on the date referenced above, [Company Name] is prepared to offer a full and final settlement regarding this matter.

Based on our review of the medical records, property damage estimates, and incident reports provided, we hereby offer a total settlement amount of: **\$(Dollar Amount)**.

This offer is intended to cover all claims, including but not limited to:

- Property damage and vehicle repair costs
- Medical expenses (past and future)
- Lost wages
- Pain and suffering
- Any other incidental costs related to this incident

Please be advised that this offer is made for settlement purposes only and does not constitute an admission of liability by [Company Name] or its driver.

This offer is contingent upon your signing a standard "Release of All Claims" form, which will legally discharge [Company Name] and its insurers from any further liability or future legal action related to this accident.

This offer will remain valid until [Expiration Date]. Please contact [Name of Adjuster/Representative] at [Phone Number] or [Email] to accept this offer or to discuss this matter further.

Sincerely,

[Signature]
[Name of Sender]
[Title/Department]