

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Claim Denial and Final Settlement Offer

Claim Number: [Insert Claim Number]

Date of Incident: [Insert Date]

Dear [Recipient Name],

We have completed our formal investigation into the claim you submitted regarding [brief description of incident/issue]. After a thorough review of the documentation provided and the terms of our agreement, we are writing to formally notify you of our decision.

Claim Decision:

Your claim for [specific requested amount or service] has been denied for the following reason(s):

[List specific reasons or policy exclusions here].

Final Settlement Offer:

While the full claim cannot be honored, [Company Name] is prepared to offer a final settlement amount of **[\$Amount]** as a gesture of goodwill and to resolve this matter in its entirety. This offer is made without admission of liability.

Terms of Settlement:

Acceptance of this payment constitutes a full and final release of all claims, known or unknown, arising from the aforementioned incident. No further compensation will be provided once this settlement is processed.

To accept this settlement, please sign the enclosed "Release of Liability" form and return it to our office by [Insert Date].

If you have any questions regarding this decision, please contact [Department/Contact Person] at [Phone Number].

Sincerely,

[Sender Signature]
[Sender Name]
[Sender Title]