

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

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

Subject: Notification of Ex-Gratia Final Claim Settlement

Dear [Recipient Name],

We are writing to formally notify you regarding the final settlement of your claim, reference number [Claim Number], dated [Date of Claim/Incident].

After a thorough review of the circumstances surrounding your case, [Company Name] has decided to offer an ex-gratia payment in the amount of [Amount and Currency]. This payment is made as a gesture of goodwill and does not constitute an admission of any legal liability or obligation on the part of the company.

Settlement Details:

- Claim Reference: [Claim Number]
- Settlement Type: Ex-Gratia (Full and Final)
- Payment Amount: [Amount]
- Payment Method: [e.g., Bank Transfer / Check]

Please note that this payment is offered as a full and final settlement of any and all claims, demands, or causes of action you may have against [Company Name] arising from the aforementioned incident. By accepting this payment, you agree that no further claims will be pursued in relation to this matter.

To facilitate the processing of this payment, please sign the attached release form and return it to our office by [Deadline Date]. Once received, the funds will be disbursed within [Number] business days.

If you have any questions regarding this notification, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

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