

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[Phone Number]

[Date]

SENT VIA [METHOD: E.G., CERTIFIED MAIL / EMAIL]

[Lien Holder Name]

[Recovery Department/Company Name]

[Address Line 1]

[Address Line 2]

RE: Notice of Final Settlement and Lien Resolution

Claimant: [Client Name]

Date of Loss: [Date of Incident]

Claim/Reference Number: [Lien Account Number]

Your File Number: [File Number]

Dear [Contact Person Name or Recovery Department],

Please be advised that the third-party liability claim regarding the above-referenced incident has reached a final settlement. We are writing to formally resolve the lien held by [Lien Holder Name] for medical services/benefits provided to [Client Name].

The total asserted lien amount is **\$(Original Lien Amount)**. Based on the limited recovery funds available and the necessity of legal fees and costs incurred to secure this settlement, we propose a final satisfaction of this lien in the amount of **\$(Proposed Settlement Amount)**.

This offer is based on the following considerations:

- Pro-rata reduction for attorney fees and procurement costs.
- [Optional: Mention specific state statutes or federal guidelines, e.g., ERISA, Made Whole Doctrine].
- The specific limits of the available insurance coverage.

Payment of the agreed-upon amount of **\$(Proposed Settlement Amount)** shall constitute a full and final release of any and all claims, liens, or subrogation interests held by [Lien Holder Name] arising out of this matter. By accepting this payment, [Lien Holder Name] agrees to waive any further claims against the claimant, this firm, and the third-party carriers.

Please indicate your acceptance of this settlement by signing below and returning a copy of this letter to our office. Upon receipt of the signed agreement, we will issue a check from our trust account.

Sincerely,

[Your Signature]

[Your Printed Name]

ACCEPTANCE OF LIEN SETTLEMENT:

The undersigned, an authorized representative of [Lien Holder Name], hereby accepts the sum of \$[Proposed Settlement Amount] as full and final satisfaction of the lien referenced above.

Signature: _____ Date: _____

Printed Name/Title: _____