

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

[Date]

[Recipient Name]
[Recipient Title]
[Company/Insurance Name]
[Address]
[City, State, Zip Code]

RE: Follow-up on Settlement Offer - [Claim/Reference Number]

Dear [Recipient Name],

I am writing to follow up on the settlement proposal sent to you on [Date of original letter] regarding the above-referenced matter. As of today, I have not yet received a response to that offer.

I would like to resolve this issue efficiently and avoid further escalation or legal proceedings. To refresh your records, the proposed settlement amount was \$[Amount] as full and final payment for [Briefly mention the issue, e.g., outstanding debt/damages].

Please review the proposal and provide your response by [Date]. If you are unable to accept the offer as stated, I am open to discussing reasonable counter-offers or structured payment plans.

I look forward to hearing from you soon to finalize this agreement.

Sincerely,

[Your Signature]

[Your Printed Name]