

NOTICE OF CLAIM AND PROPOSED SETTLEMENT

Date: [Insert Date]

Via: [Insert Method of Delivery, e.g., Certified Mail]

TO:

[Recipient Name/Entity Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Claim regarding [Insert Subject/Reference Number]

Dear [Recipient Name],

This letter serves as formal notice of a claim against you arising from the following incident/dispute: [Briefly describe the event, date, and location].

As a direct result of these actions, [Claimant Name] has suffered the following damages: [List injuries, financial losses, or property damage]. To date, the total calculated loss is [Insert Amount].

Proposed Settlement Offer

In an effort to resolve this matter efficiently and avoid the costs and time associated with formal legal proceedings, [Claimant Name] is prepared to offer a full and final release of all claims in exchange for a payment of \$[Insert Settlement Amount].

This settlement offer is made for compromise purposes only and is contingent upon the following terms:

- Payment must be received within [Number] days of the date of this letter.
- Execution of a standard Settlement and Release Agreement.
- [Insert any other specific conditions].

Please be advised that this offer is valid until [Insert Expiration Date]. If we do not receive a response or payment by this date, we reserve the right to pursue all available legal remedies, which may include the filing of a formal lawsuit without further notice.

We look forward to your prompt response regarding this proposal.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Contact Information]