

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

[Date]

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

RE: Initial Settlement Offer and Release of Claims

Claim Number: [Claim Number]

Date of Incident: [Date of Collision]

Your Insured: [Name of At-Fault Driver]

Dear [Name of Adjuster],

This letter serves as a formal offer to settle all claims arising from the automobile collision that occurred on [Date of Incident] at [Location of Incident].

As a result of this incident, my vehicle, a [Year, Make, and Model], sustained significant damage. Based on the attached repair estimates and market valuations, I have calculated the total property damage losses to be \$[Total Amount].

I am prepared to accept the sum of **\$[Settlement Amount]** as full and final settlement of this claim. This amount covers:

- Cost of vehicle repairs: \$[Amount]
- Rental car expenses/Loss of use: \$[Amount]
- Diminished value of the vehicle: \$[Amount]

Upon receipt of the payment specified above, I agree to release [Insurance Company Name] and [Name of Insured] from any and all further liability and property damage claims related to this specific incident. This offer is made for settlement purposes only and is valid for [Number] business days from the date of this letter.

Please find the supporting documentation attached, including the police report, repair estimates, and photographs of the damage.

I look forward to your prompt response and resolving this matter efficiently.

Sincerely,

[Your Signature]

[Your Printed Name]