

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

[Date]

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

RE: Initial Settlement Offer and Release of Claims

Claim Number: [Insert Claim Number]
Property Address: [Insert Commercial Property Address]
Date of Loss: [Insert Date]

Dear [Recipient Name],

This letter serves as a formal initial settlement offer regarding the commercial property loss sustained at the above-referenced location. Based on our preliminary assessment of the damages, including but not limited to structural repairs, equipment loss, and business interruption, we are proposing a total settlement amount of \$[Insert Dollar Amount].

Terms of Settlement:

- **Payment:** The settlement amount of \$[Insert Dollar Amount] shall be paid in full within [Insert Number] days of the execution of this agreement.
- **Release of Claims:** Upon receipt of the aforementioned funds, [Your Company Name] agrees to release and forever discharge [Recipient/Insurance Company] from any and all liability, claims, or causes of action arising directly from the property loss event occurring on [Date of Loss].
- **Scope:** This release applies specifically to the physical damages and economic losses identified in the attached documentation.
- **Confidentiality:** Both parties agree to keep the terms and amount of this settlement confidential, except as required by law or for professional tax/legal advice.

This offer is made for the purposes of compromise and settlement only and does not constitute an admission of liability. This offer shall remain valid until [Insert Expiration Date], after which it will be considered withdrawn.

Please indicate your acceptance of this offer by signing below and returning a copy of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

Acceptance:

The undersigned hereby accepts the terms of this Initial Settlement Offer and Release of Claims.

Signature: _____ Date: _____

Name/Title: _____