

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Homeowner Name]
[Homeowner Address]
[City, State, Zip Code]

RE: SETTLEMENT OFFER AND RELEASE OF CLAIMS - [Property Address]

Dear [Homeowner Name],

Following the inspection and assessment of the water damage occurring on [Date of Incident] at the property located at [Property Address], we are providing this formal offer to resolve all claims related to this incident.

1. Settlement Amount: [Company Name/Payer Name] offers to pay the total sum of \$[Dollar Amount] as full and final settlement for all damages, including but not limited to structural repairs, personal property loss, remediation costs, and any incidental expenses.

2. Terms of Release: By accepting this payment, you, the Homeowner, agree to release, acquit, and forever discharge [Company/Individual Name] from any and all past, present, or future claims, demands, or causes of action arising from the aforementioned water damage incident.

3. Finality: This settlement is intended to be a complete resolution. No further compensation will be provided for hidden damages or costs discovered after this date.

4. Acceptance Deadline: This offer remains valid until [Expiration Date]. If not accepted by this date, the offer is withdrawn.

To accept this offer, please sign the acknowledgment below and return a copy to our office. Upon receipt, the payment will be issued within [Number] business days.

Sincerely,

[Your Signature]
[Your Printed Name]

HOMEOWNER ACKNOWLEDGMENT AND ACCEPTANCE

I, [Homeowner Name], hereby accept the settlement amount of \$[Dollar Amount] and agree to the release of all claims as outlined above.

Signature: _____ Date: _____