

Date: [Date]

SENT VIA: [Certified Mail / Email / Hand Delivery]

RE: Notice of Initial Settlement Offer and Release of Claims

Claimant: [Name of Injured Party]

Insured/Respondent: [Name of Individual or Company]

Date of Incident: [Date]

Claim Number: [Reference Number]

To [Name of Recipient],

This letter is a formal offer to settle all claims arising from the incident that occurred on [Date of Incident] at [Location of Incident].

After reviewing the facts and documentation regarding this matter, [Name of Party Making Offer] hereby offers the total sum of **\$[Dollar Amount]** as a full and final settlement of this claim.

Terms of Settlement:

- **Full Release:** Acceptance of this payment constitutes a full and final release of [Name of Respondent] and their insurers from any and all liability, known or unknown, past, present, or future, related to this incident.
- **No Admission of Liability:** This offer is made for the purpose of compromise and does not constitute an admission of fault or liability by [Name of Respondent].
- **Confidentiality:** The terms and existence of this settlement shall remain confidential between the parties to the extent permitted by law.
- **Medical Liens and Expenses:** The Claimant agrees to be solely responsible for satisfying any and all medical liens, subrogation interests, or outstanding bills related to this claim from the settlement proceeds.

This offer remains valid until [Expiration Date/Time]. If not accepted by this date, the offer will be considered withdrawn.

To accept this offer, please sign the enclosed "Release of All Claims" form and return it to our office. Upon receipt of the signed release, a check will be issued within [Number] business days.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]

ACCEPTANCE

I, [Claimant Name], hereby accept the settlement offer of \$[Dollar Amount] under the terms described above.

Signature: _____ Date: _____