

[Your Name]
[Your Address]
[Your Phone Number]
[Date]

[Adjuster Name]
[Insurance Company Name]
[Insurance Company Address]

Re: Initial Settlement Offer and Release of Claims

Claim Number: [Claim Number]

Date of Loss: [Date of Incident]

Vehicle: [Year, Make, Model, VIN]

Dear [Adjuster Name],

Following the determination that the above-referenced vehicle is a total loss, I am submitting this formal initial settlement offer to resolve the property damage portion of my claim.

Based on my research of the current market value for a vehicle in comparable condition, I am requesting a total settlement amount of \$[Dollar Amount]. This figure represents the Actual Cash Value (ACV) of the vehicle, plus applicable sales tax, title fees, and registration costs.

Upon receipt and clearance of the payment in the amount stated above, I agree to release [Insurance Company Name] and its insured from any further property damage liability related to this specific vehicle loss. Please note that this release pertains solely to the property damage claim and does not affect any pending or future medical or personal injury claims related to this incident.

Attached you will find supporting documentation, including recent comparable vehicle listings and maintenance records, to justify this valuation.

Please provide a written response within [Number of Days] business days. I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]