

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

[Date]

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

RE: INITIAL SETTLEMENT OFFER AND RELEASE OF CLAIMS

Claim Number: [If applicable]

Date of Incident: [Date of theft]

Incident Location: [Location]

Dear [Recipient Name],

This letter concerns the theft of my personal property involving [Name of responsible party or entity] on the date mentioned above. Based on the evidence provided, including the police report and proof of ownership, I am writing to propose a formal settlement to resolve this matter.

The total value of the stolen property, based on current market replacement costs, is summarized below:

- [Item 1 Description]: \$[Value]
- [Item 2 Description]: \$[Value]
- [Item 3 Description]: \$[Value]

Total Claim Amount: \$[Total Amount]

Settlement Offer:

I am prepared to accept a one-time payment of **\$[Offer Amount]** as full and final settlement of this claim. This offer is made for the purpose of avoiding further legal proceedings and reaching a timely resolution.

Release of Claims:

Upon receipt and clearance of the settlement payment, I agree to release [Name of Party] from any and all further liability, claims, or demands related to this specific theft incident. This release will be considered binding once the funds have been successfully transferred.

Please respond in writing by [Date] to confirm your acceptance of this offer. If we cannot reach an agreement by this date, I reserve the right to pursue all available legal remedies to recover the full value of my loss.

Sincerely,

[Your Signature]

[Your Printed Name]