

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Insurance Company Name]
[Claims Department Address]
[City, State, Zip Code]

RE: Notice of Total Loss Settlement and Salvage Retention

Claim Number: [Claim Number]
Policy Number: [Policy Number]
Vehicle Year/Make/Model: [Year, Make, Model]
Vehicle Identification Number (VIN): [VIN Number]

To [Adjuster Name / Claims Department],

I am writing regarding the recent evaluation of the vehicle mentioned above, which has been declared a total loss following the incident on [Date of Accident].

I formally accept the total loss determination; however, I am electing to retain the salvage of the vehicle. It is my understanding that the insurance company will deduct the predetermined salvage value from the final settlement amount.

Please provide a revised settlement breakdown that includes:

- The Actual Cash Value (ACV) of the vehicle.
- Applicable taxes and fees.
- The deduction for the salvage buy-back.
- The deduction of my policy deductible.

I understand that by retaining the vehicle, I am responsible for complying with state laws regarding salvage titles and safety inspections before the vehicle can be legally operated on public roads again.

Please send the updated settlement agreement and any necessary documentation required to process this claim to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]