

[Insurance Company Name]
[Address Line 1]
[City, State, Zip Code]
[Phone Number]
[Date]

[Policyholder Name]
[Address Line 1]
[City, State, Zip Code]

RE: Notice of Vehicle Total Loss and Salvage Quotation

Claim Number: [Claim Number]
Policy Number: [Policy Number]
Date of Loss: [Date of Loss]
Vehicle: [Year, Make, Model]
VIN: [Vehicle Identification Number]

Dear [Policyholder Name],

We have completed the inspection and valuation of your vehicle following the recent accident. Based on the cost of repairs compared to the Actual Cash Value (ACV) of the vehicle, we have determined that your vehicle is a total loss.

Total Loss Valuation:

- Market Value of Vehicle: \$[Amount]
- Applicable Taxes/Fees: \$[Amount]
- Less Policy Deductible: - \$[Amount]
- **Total Settlement Offer: \$[Amount]**

Salvage Option:

If you choose to keep the damaged vehicle (owner-retained salvage), we will deduct the salvage value from your settlement. Please note that the vehicle will be issued a salvage title in accordance with state laws.

- Salvage Quote/Buy-back Amount: \$[Amount]
- **Net Settlement (if retaining vehicle): \$[Amount]**

Next Steps:

Please contact your claims adjuster at [Adjuster Phone/Email] to confirm whether you accept the full settlement or wish to retain the salvage. You will also need to provide the vehicle title and any sets of keys to proceed with the payment.

Sincerely,

[Adjuster Name]

[Title]

[Insurance Company Name]