

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Insurance Company]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Subrogation Settlement Offer

Claim Number: [Claim Number]

Date of Loss: [Date of Incident]

Your Insured/Client: [Name of Responsible Party]

Dear [Contact Person Name],

This letter is regarding the subrogation claim arising from the incident referenced above. Our investigation indicates that your insured is liable for the damages sustained by our client.

The total amount of liquidated damages incurred is **[\$Total Amount of Loss]**. Supporting documentation, including repair estimates and proof of payment, is attached for your review.

In the interest of resolving this matter efficiently and avoiding the costs associated with formal litigation, we are prepared to offer a full and final settlement in the amount of **[\$Settlement Offer Amount]**.

This offer is contingent upon the following:

- Payment must be received within [Number] days of the date of this letter.
- A signed release of all further claims related to this specific loss.

This offer is made for settlement purposes only and does not constitute an admission of liability. If we do not receive a response or payment by [Deadline Date], we will proceed with further legal action to recover the full balance of the claim.

Please make checks payable to **[Payee Name]** and mail them to the address listed above.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]