

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

[Date]

[Contact Name or Claims Department]
[Manufacturer Name]
[Legal Department/Address]
[City, State, Zip Code]

RE: SETTLEMENT OFFER FOR CLAIM #[Claim Number, if applicable]
Product: [Product Name/Model Number]
Date of Incident: [Date]

Dear [Contact Name],

This letter follows my previous correspondence regarding the [malfunction/defect] of the above-referenced product. As previously documented, the product failed to perform as intended, resulting in [briefly state injuries or property damage].

In the interest of resolving this matter efficiently and avoiding the time and expense of formal litigation, I am prepared to offer a full and final settlement of this claim for the total amount of \$[Dollar Amount].

This settlement amount covers the following costs:

- Medical expenses/Property repair costs: \$[Amount]
- Lost wages: \$[Amount]
- Pain and suffering: \$[Amount]
- Other incidental costs: \$[Amount]

Upon receipt of the settlement payment, I will agree to release [Manufacturer Name] from any further liability regarding this specific incident. This offer is made for settlement purposes only and shall remain open until [Expiration Date].

Please review this proposal and provide a written response by the date indicated above. I look forward to resolving this matter amicably.

Sincerely,

[Your Signature]

[Your Printed Name]