Date: [Insert Date]

To:
[Claimant Name]
[Claimant Address]
[City, State, Zip Code]

From:
[Property Owner/Management Name]
[Property Address/ID]
[Insurance Policy/Claim Number]

Subject: Settlement Offer for Claim #[Insert Number]

Dear [Claimant Name],

This letter concerns the liability claim filed regarding the incident that occurred on [Date of Incident] at the property located at [Property Address].

After reviewing the details of the incident and the documentation provided, we are prepared to offer a full and final settlement in the amount of $[Insert Amount].

This settlement offer is intended to cover all damages, including but not limited to:

- Medical expenses
- Property damage
- Pain and suffering
- Any other related costs

Please note that this offer is made without any admission of liability. By accepting this payment, you agree to release [Property Owner/Management Name] and their insurance providers from any further claims or legal actions arising from this specific incident.

To accept this settlement, please sign the enclosed "Release of Liability" form and return it to our office by [Insert Deadline Date]. Once the signed form is received, a check will be issued and mailed to you within [Number] business days.

If you have any questions regarding this offer, please contact [Name of Adjuster/Representative] at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title/Company Name]