

SENT VIA [CERTIFIED MAIL / EMAIL]

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

[Date]

[Recipient Name / Insurance Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF LEGAL CLAIM / DEMAND FOR SETTLEMENT

Claimant: [Your Name]
Insured/Opposing Party: [Opposing Party Name]
Date of Incident: [Date]
Claim Number: [Number, if applicable]

Dear [Recipient Name],

This letter serves as a formal demand for settlement regarding the incident that occurred on [Date] at [Location].

Statement of Facts

[Provide a clear, concise description of how the incident occurred and why the recipient is legally liable.]

Summary of Damages and Injuries

[Detail the injuries sustained, medical treatments received, or property damage incurred. Mention any ongoing pain, suffering, or future medical requirements.]

Evidence

Attached to this letter are copies of the following documents supporting this claim:

- [Document 1: e.g., Police/Incident Report]
- [Document 2: e.g., Medical Records and Bills]
- [Document 3: e.g., Photographs of damage or scene]
- [Document 4: e.g., Proof of lost wages]

Settlement Demand

Based on the liability of [Opposing Party Name] and the total damages incurred, I am offering to settle this matter in full for the amount of **\$[Insert Dollar Amount]**.

This offer is made for the purpose of settlement only and is a compromise to avoid the costs and delays of formal litigation. This offer will remain open for [Number, e.g., 14 or 30] business days from the date of this letter. If we cannot reach an agreement by that time, I will proceed with all available legal remedies, which may include filing a formal lawsuit.

I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]