

FOR SETTLEMENT PURPOSES ONLY / SUBJECT TO RULE 408

[Sender Name]
[Sender Title]
[Company/Law Firm Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company/Law Firm Name]
[Address]
[City, State, Zip Code]

RE: Notice of Good Faith Settlement Offer

Claimant: [Claimant Name]

Insured/Respondent: [Respondent Name]

Claim Number: [Claim Number]

Date of Incident: [Date]

Dear [Recipient Name],

This letter serves as a formal good faith offer to resolve the professional malpractice claim involving [Description of Professional Service, e.g., legal/medical/accounting services] provided on or about [Date].

After a thorough review of the facts, expert testimony, and documented damages, we believe that the evidence supports a finding of professional negligence based on [Briefly mention breach of standard of care]. As a direct result of these actions, [Claimant Name] has suffered the following damages: [List brief categories of damages, e.g., financial loss, additional medical costs, emotional distress].

In the interest of avoiding the expense, delay, and uncertainty of protracted litigation, [Claimant Name] is prepared to settle all claims against [Respondent Name] for the total sum of **[\$Amount]**.

This offer is contingent upon the following terms:

- A full and final release of all liability for [Respondent Name] and related parties.
- Dismissal of all pending legal actions related to this matter with prejudice.
- Execution of a standard confidentiality and non-disclosure agreement.

This offer is based on a good faith evaluation of the current evidence. Please be advised that this offer will remain open until [Time] on [Date], at which point it will be formally withdrawn. If we are unable to reach a settlement by this time, we are prepared to proceed with [Next Legal Step, e.g., filing a formal complaint/arbitration].

We look forward to your timely response.

Sincerely,

[Signature]

[Typed Name]