

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title (if applicable)]
[Insurance Company/Entity Name]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Settlement Demand Letter

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally present my demand for settlement regarding the incident that occurred on [date of incident] involving [brief description of the incident].

As a result of this incident, I have suffered [describe injuries or damages, including medical treatment and expenses, lost wages, property damage, etc.]. I have attached all relevant documentation, including medical records, bills, and evidence of lost income.

Based on the extent of my injuries and the impact this incident has had on my life, I am seeking a total settlement amount of [specify amount]. This figure is based on the following factors:

1. [Factor 1 - e.g., medical expenses]
2. [Factor 2 - e.g., lost wages]
3. [Factor 3 - e.g., pain and suffering]
4. [Any additional factors]

Please review the enclosed documentation and my demand for settlement. I look forward to your prompt response and hope we can resolve this matter amicably. I believe this settlement will allow us to avoid further legal action.

Thank you for your attention to this matter. I can be reached at [your phone number] or [your email address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]