

Sample Car Accident Private Settlement Letter

from :

name:

adress:

phone:

[Date]

To:

name:

adress:

phone:

Dear Mr. Mango,

This is an agreement to settle any and all claims relating to a motor vehicle accident on December 1st, 2020 at 3:30 PM at Burwood shopping center between [Motor Vehicle] belonging to Harry Thomas and [Motor Vehicle] belonging to Roger Wolfe.

1. Amount Acceptance. Harry agrees to accept the amount of \$600.00 from Roger as a full and final settlement of all claims that Roger had arising from the car accident on December 1st, 2020.

2. Payment. Roger agrees to pay the amount of \$600.00 by installments of \$100 per calendar month starting on January 11th, 2021. The final payment will be made on or before June 11th, 2021.

3. Type of Payment. Roger will deposit the amount directly into Harry's bank account with Westpac (BSB 83409 Account number 10338592).

4. Failure to Comply. If Roger fails to pay an installment by the agreed date, Harry reserves the right to start legal action to recover the remaining money, along with any interest and legal costs, without further notice to Roger.

5. Confidentiality. The terms of this agreement are confidential.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

Printed Name

Printed Name

Signature

Signature

Date

Date