

Sample Car Accident Private Settlement Letter

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

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Re: Private Settlement Agreement for Car Accident on [Accident Date]

I hope this letter finds you well. I am writing to formally address the matter of the car accident that occurred on [Accident Date] involving my vehicle and yours. As we have discussed, we both prefer to settle this matter privately rather than going through our insurance companies or legal proceedings.

To recap, the accident occurred at [Accident Location] and involved my [Your Car Make and Model] and your [Recipient's Car Make and Model]. The damage to my vehicle includes [briefly describe damage], and the damage to your vehicle includes [briefly describe damage]. Fortunately, there were no injuries reported at the scene.

After our discussions, we have agreed to the following terms for the settlement:

1. **Payment Amount:** I will provide a payment of [agreed amount in dollars] to cover the cost of repairs to your vehicle.
2. **Payment Method:** The payment will be made via [cash/check/bank transfer] by [payment deadline date].
3. **Repair Estimates:** Attached to this letter are the repair estimates from [repair shop names], which support the agreed settlement amount.
4. **No Admission of Liability:** This settlement does not constitute an admission of liability by either party.
5. **Release of Claims:** Upon receipt of the agreed payment, you agree to release me from any further claims related to this accident, and no further action will be taken by either party.

6. Confidentiality: Both parties agree to keep the terms of this settlement confidential.

Please sign and return a copy of this letter to acknowledge your agreement to these terms. Once I receive your signed agreement, I will proceed with the payment as agreed.

Thank you for your cooperation in resolving this matter amicably. If you have any questions or need further clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]

Acknowledgment of Agreement:

I, [Recipient's Name], agree to the terms and conditions outlined in this letter for the private settlement of the car accident that occurred on [Accident Date].

Signature: _____

Date: _____