

Claim Settlement Completion

Date: [Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your claim for [Claim Number/Description] has been successfully settled. The finalized amount of [Amount] has been processed and will be credited to your account within [number of days] days.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation throughout this process.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]