

Quick Settlement Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your claim, reference number [Insert Claim Number], has been reviewed and a quick settlement has been approved. The details of the settlement are as follows:

- Settlement Amount: [Insert Amount]
- Payment Method: [Insert Method]
- Estimated Payment Date: [Insert Date]

Should you have any questions regarding this settlement, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation throughout this process.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]