

[Sender Name/Company Name]
[Sender Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Completed Settlement - Electronic Funds Transfer

Dear [Recipient Name],

This letter serves as formal notification that the settlement regarding [Reference Number/Account Number/Claim Number] has been successfully completed.

The agreed-upon funds have been disbursed via Electronic Funds Transfer (EFT). Please find the transaction details below:

- **Settlement Amount:** \$[Amount]
- **Transfer Date:** [Date of Transfer]
- **Bank Name:** [Recipient Bank Name]
- **Account Ending In:** [Last 4 Digits of Account]
- **Transaction ID/Reference:** [Transaction Number]

Please allow 1 to 3 business days for the funds to reflect in your account, depending on your financial institution's processing times.

By receipt of these funds, the settlement is considered fully executed and finalized. No further actions are required at this time.

If you have any questions or do not see the funds in your account after the allotted time, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Printed Name]
[Title/Department]