

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

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

Subject: Appreciation for Your Patience During the Third-Party Claim Settlement

Dear [Recipient Name],

We are writing to formally express our gratitude for your patience and cooperation during the recent third-party claim settlement process regarding [Reference Claim Number/Incident Description].

We understand that navigating insurance claims involving third parties can be time-consuming and complex. Your prompt responses and willingness to provide the necessary documentation were instrumental in helping us reach a final resolution.

We are pleased to confirm that the matter has now been [settled/closed]. If you have any remaining questions or require copies of the final settlement documents, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you again for your understanding and professionalism throughout this period.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]