

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

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

Subject: Letter of Thanks for Your Patience Regarding Claim #[Claim Number]

Dear [Recipient Name],

We are writing to formally notify you that the settlement process for your commercial business claim, #[Claim Number], has been finalized. Your settlement check/payment is [enclosed/being processed].

We want to sincerely thank you for your patience and cooperation throughout this process. We understand that waiting for a claim settlement can be challenging for any business operation, and we appreciate the professional manner in which you worked with our team to provide the necessary documentation and information.

Our goal is to provide efficient service, and we value the trust you place in our company. If you have any remaining questions regarding the details of this settlement or if there is anything else we can assist you with, please do not hesitate to contact your claims adjuster directly at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Best regards,

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