

[Date]

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

Subject: Thank You for Your Patience Regarding Claim #[Claim Number]

Dear [Recipient Name],

We are writing to express our sincere appreciation for your patience and cooperation during the settlement process of your recent claim.

We understand that the time required to review documentation and finalize a settlement can be stressful. Your responsiveness to our requests for information played a vital role in helping our team complete the necessary evaluations as thoroughly as possible.

We are pleased to inform you that the process is now [complete/reaching its final stage]. You should receive [the settlement payment/final documentation] via [method of delivery] by [Date].

If you have any further questions regarding the outcome or the next steps, please do not hesitate to contact your claims adjuster directly at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name]. We value your business and appreciate your continued trust.

Sincerely,

[Your Name]
[Your Title]
[Company Name]