

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

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

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

Dear [Recipient Name],

We are writing to officially inform you that the settlement process for your property damage claim regarding [brief description of damage/event] has been finalized.

We would like to sincerely thank you for your patience and cooperation throughout this process. We understand that dealing with property damage can be a stressful experience, and we appreciate the time you took to provide the necessary documentation and information to reach this resolution.

Enclosed you will find [mention contents, e.g., the final settlement check / closing documents]. Please review these materials carefully and contact us if you have any remaining questions.

Thank you again for your professionalism and understanding.

Sincerely,

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