

[Date]

[Recipient Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Claim Approval and Payment Issuance

Claim Number: [Claim Number]

Date of Incident: [Date of Incident]

Dear [Recipient Name],

We are writing to formally notify you that your claim regarding [Brief Description of Claim] has been reviewed and approved.

Based on our assessment, the total settlement amount has been calculated as follows:

- Approved Amount: \$[Amount]
- Deductible (if applicable): \$[Amount]
- **Total Payment Issued: \$[Total Amount]**

Payment has been issued via [Check / Electronic Transfer] on [Date]. If receiving a check by mail, please allow [Number] business days for delivery. For electronic transfers, funds should appear in your account within [Number] business days.

This payment represents the [Full / Partial] settlement of your claim. Please retain this letter for your personal records.

If you have any questions regarding this payment or the details of your claim, please contact our claims department at [Phone Number] or via email at [Email Address].

Sincerely,

[Sender Name]

[Title]

[Company Name]