

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Successful Resolution of Your Claim - [Claim Number]

Dear [Client Name],

We are pleased to inform you that your claim regarding [Brief Description of Claim] has been officially resolved. Enclosed you will find [mention documents or payment details, e.g., the settlement check/final report].

It has been a pleasure assisting you with this matter. Our goal is to provide efficient and professional service, and we hope the outcome meets your expectations.

### **Our Referral Program**

Much of our business comes from the recommendations of satisfied clients like you. If you know a friend, family member, or colleague who could benefit from our services, please consider referring them to us.

As a token of our appreciation, for every person you refer who becomes a client, we offer [Insert Incentive, e.g., a \$50 gift card / a discount on future services].

Thank you for choosing [Company Name]. If you have any further questions or require additional assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]