

Customer Service Response Letter

Date: [Insert Date]

Reference: [Insert Reference Number]

Dear [Customer Name],

Thank you for contacting us regarding [describe the customer's inquiry or issue briefly]. We appreciate your feedback and the opportunity to address your concerns.

After reviewing your request, we [describe any action taken, solution offered, or relevant information, e.g., have issued a refund, are sending a replacement, etc.].

If you have any further questions or need additional assistance, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]