

Client Dissatisfaction Resolution

Date: [Insert Date]

Dear [Client's Name],

Thank you for reaching out to us regarding your recent experience with our services. We are sorry to hear that we did not meet your expectations and appreciate the opportunity to address your concerns.

We understand that [briefly describe the issue] has caused you frustration, and we sincerely apologize for any inconvenience this may have brought you. Your satisfaction is our priority, and we are committed to resolving this matter.

To rectify the situation, we are [explain the solution or action being taken]. We hope this will alleviate the issue and restore your confidence in our services.

If you have any further questions or concerns, please do not hesitate to reach out to me directly at [your phone number] or [your email address]. We value your feedback and are here to assist you.

Thank you for your patience and understanding. We look forward to serving you better in the future.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]