

Service Issue Resolution

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

Thank you for reaching out to us regarding the issue you experienced with our service. We sincerely apologize for any inconvenience this may have caused you.

After reviewing your concerns, we have taken the following steps to resolve the issue:

- [Detail the first step taken]
- [Detail the second step taken]
- [Detail the third step taken]

We value your feedback and appreciate your patience as we work to improve our services. Please do not hesitate to reach out to us if you have any further questions or concerns.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]