

# Resolution of Client Dissatisfaction

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to address your concerns regarding the [specific issue or project] that we have been working on together. I appreciate your feedback and want to ensure we find a resolution that meets your expectations.

Firstly, I sincerely apologize for any inconvenience this situation may have caused you. It is important to me that you are satisfied with the work delivered.

To remedy this situation, I propose the following steps:

- [Detail Resolution Step 1]
- [Detail Resolution Step 2]
- [Detail Resolution Step 3]

I am committed to resolving this matter promptly and will keep you updated throughout the process. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any further concerns or suggestions.

Thank you for your understanding and for giving me the opportunity to rectify this situation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]