Customer Resolution Letter

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience with [Product/Service]. We sincerely apologize for the inconvenience you have encountered and appreciate your patience as we address your concerns.

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

- Step 1: [Description of action taken]
- Step 2: [Description of action taken]
- Step 3: [Description of action taken]

We value your satisfaction and would like to offer you [Compensation/Offer, if applicable] as a token of our commitment to providing excellent service.

If you have any further questions or need additional assistance, please do not hesitate to contact us at [Phone Number] or [Email Address]. We are here to help!

Thank you for your understanding and for giving us the opportunity to make this right.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]