

Customer Service Initial Contact

Dear [Customer Name],

Thank you for reaching out to us regarding [issue or inquiry]. We appreciate your patience as we work to address your concerns.

We have received your request and a member of our customer service team will be in touch shortly to assist you. If you have any additional information to share in the meantime, please feel free to reply to this email.

Thank you for choosing [Company Name]. We look forward to resolving your issue as quickly as possible.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]