

Service Inquiry Resolution

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for reaching out to us regarding your recent inquiry about our services. We appreciate your patience as we worked to resolve your concerns.

After a thorough review of your inquiry, we would like to inform you that [insert resolution details here, including any actions taken, recommendations, or changes in service].

We value your feedback and are committed to providing exceptional service. If you have any further questions or require additional assistance, please do not hesitate to contact us at [insert contact information].

Thank you for choosing [Your Company Name]. We look forward to serving you in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]