

Service Delivery Resolution Letter

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We are writing to confirm the resolution concerning the service delivery issues you recently experienced with our agency. We value your feedback and are committed to ensuring that you receive the highest quality of service.

Overview of the Issue

[Briefly outline the service delivery issue reported by the client.]

Resolution Details

[Explain the actions taken to resolve the issue.]

Next Steps

[Describe any follow-up actions, if applicable.]

We appreciate your understanding and patience as we worked through this matter. Your satisfaction is important to us.

If you have any further questions, please do not hesitate to contact us at [Agency's Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Address]

[Agency Phone Number]

[Agency Email Address]