

Customer Service Call Recording Notice

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that, as part of our commitment to providing exceptional customer service, we record calls for training and quality assurance purposes. This practice helps us to improve our service and ensure that your needs are met effectively.

Your privacy is important to us. All recorded calls are confidential and securely stored, and only authorized personnel have access to them. Please rest assured that we comply with all applicable laws and regulations regarding call recording.

If you have any questions or concerns regarding our call recording policy, please do not hesitate to reach out to us at [Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]