

# After-Sales Service Request

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent purchase of [Product Name]. We are committed to providing you with the best after-sales service.

To better assist you, please provide us with the following details:

- Order Number: [Order Number]
- Date of Purchase: [Purchase Date]
- Description of the issue: [Brief Description]

Once we have this information, our support team will review your request and get back to you within [Response Time].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]