

Resolution Follow-Up Letter

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent concerns. We appreciate your feedback and want to ensure that your experience with our company is a positive one.

We have reviewed the issue you raised concerning [briefly describe the concern]. Our team has taken the necessary steps to resolve this matter by [explain the resolution steps taken].

To follow up, we would like to ensure that this resolution meets your expectations. Please let us know if you are satisfied with the outcome or if there is anything further we can assist you with.

We value your business and strive to provide excellent service. Thank you for allowing us the opportunity to address your concerns.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]