

# Letter of Compensation Offer

Date: [Insert Date]

Dear [Customer's Name],

We sincerely apologize for the inconvenience caused by the missed service appointment scheduled on [Insert Date]. We understand that your time is valuable, and we regret any disruption this may have caused to your plans.

To make amends for this oversight, we would like to offer you the following compensation:

- A [Insert Discount Percentage]% discount on your next service appointment.
- A complimentary service upgrade during your next visit.
- A gift card worth [Insert Amount] to use towards future services.

Please contact us at [Insert Contact Information] to reschedule your appointment at your earliest convenience, and to redeem your compensation offer.

Again, we apologize for the inconvenience and appreciate your understanding. Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]