

# Utility Service Issue Resolution Check-In

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We are following up regarding the recent utility service issue you reported on [Insert Date of Complaint]. We value your satisfaction and want to ensure that your concerns have been addressed in a timely and effective manner.

As of today, our records indicate that the following actions have been taken:

- [Action Taken 1]
- [Action Taken 2]
- [Action Taken 3]

We would appreciate your feedback on whether your issue has been resolved to your satisfaction. Please let us know if you require any further assistance or if there are any remaining concerns.

Thank you for your patience and understanding. We are committed to providing you with the best service possible.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]