

Customer Complaint Resolution

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Thank you for reaching out to us regarding your recent experience with [Product/Service]. We sincerely apologize for any inconvenience this may have caused you.

After reviewing your complaint, we have identified the issue and have taken steps to resolve it. [Briefly explain the resolution steps taken]. We appreciate your patience in this matter.

As a gesture of goodwill, we would like to offer you [mention any compensation, if applicable]. We value your business and want to ensure your satisfaction.

If you have any further questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for bringing this to our attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]