

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Response to Your Inquiry

Thank you for reaching out to us regarding [specific issue or inquiry].

We appreciate your feedback and the opportunity to assist you.

[Briefly address the customer's inquiry or concern. Provide information, solutions, or steps being taken to resolve the issue.]

We value your satisfaction and are committed to providing you with the best service possible. If you have any further questions or require additional assistance, please feel free to contact us at [phone number] or [email address].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Company Website]