

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Your Recent Inquiry

Thank you for reaching out to our customer service team regarding [brief description of the issue]. We value your feedback and appreciate the opportunity to assist you.

[Provide a brief explanation or resolution to the customer's inquiry.]

If you have any further questions or need additional assistance, please don't hesitate to contact us at [customer service phone number] or

[customer service email].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]