

Professional response to complaint

Subject: Response to Your Recent Complaint

Dear [Customer Name],

We have received your complaint regarding [issue/incident]. We sincerely apologize for any inconvenience this may have caused.

After thoroughly reviewing the matter, we have identified [brief explanation of findings]. To address the issue, we are [actions taken or proposed solutions].

We value your feedback and are committed to improving our service. Please let us know if you have any further questions or concerns.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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