

Provisional Goodwill Gesture Letter for Service Issue

Subject: Our Apologies and Token of Goodwill

Dear [Customer's Name],

We apologize for the inconvenience caused during [Specific Incident].

To demonstrate our commitment to your satisfaction, we are providing [Compensation, Discount, or Gift].

We hope this gesture reflects our sincerity and dedication to serving you better.

Sincerely,

[Your Name]

[Position]

[Company Name]

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