

Compensation Letter

Dear [Customer Name],

We acknowledge your complaint regarding the recent service issue. We sincerely apologize for any inconvenience caused.

To resolve this, we are offering [compensation details, e.g., refund, discount, or replacement]. We hope this action demonstrates our commitment to your satisfaction and our dedication to improving service standards.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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