

ANSWERS TO FAQs

Subject: *[Customer Name's] Question on [what they asked about]*

Dear *[customer name]*,

Thank you for reaching out regarding *[topic of questions]*.

We get this question quite often and here's our best answer:

[Answer question]

For additional information and answers to common questions, I invite you to check out our Frequently Asked Questions (FAQ) page using [this link](#).

I hoped this helped and feel free to reach out using the contact information below if you have any questions, concerns, or something else I can assist with.

[Rep name, job title]

[Phone number, email address]

[Company web address]