

CUSTOMER ISSUE RESOLUTION

Subject: *[Customer Name's]* Issue Has Been Resolved

Dear *[customer name]*,

Thank you for contacting us regarding your *[issue type]* and remaining patient during this process. We take pride in ensuring prompt customer service resolution for our customers.

We are happy to inform you that your *[issue type]* has been fully resolved and we *[what you did to resolve the issue]*.

We apologize for any inconvenience this may have caused. 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]