

RESPONSE TO COMPLAINT LETTER

Response To Complaint Letter

Sender's Address:

John Smith
456 Elm Avenue
Suite 302
Suburbia, USA 54321
Email: smith@email.com
Phone: 222 555 777

Date: April 1, 2030

Recipient's Address:

Emily Davis
456 Elm Avenue
Rural Town, USA 23456

Dear Ms. Davis,

I am writing to address a specific issue and provide a response to your complaint letter, dated March 15, 2030. We apologize for the inconvenience caused and appreciate your feedback regarding our product.

Firstly, let me assure you that your complaint has been taken seriously and investigated thoroughly by our customer service team. We understand your frustration and acknowledge the inconvenience caused due to the defective product you received.

We deeply regret the oversight that resulted in the faulty item being shipped to you. Our company values customer satisfaction and we always strive to provide high-quality products. We have identified the root cause of the issue and have implemented stringent measures to ensure that such errors do not occur in the future.

Please be advised that we have already dispatched a replacement for the defective

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