

Adjustment Letter

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Customer's Name]
[Customer's Address]
[City, State, ZIP Code]

Dear [Customer's Name],

I hope this letter finds you well. I am writing in response to your recent complaint regarding your order #12345 placed on [Order Date] with our company, [Company Name]. We highly value your satisfaction and take customer feedback seriously, and I apologize for any inconvenience caused by the issue with your order.

After a thorough investigation, we have identified the error and would like to offer our sincerest apologies for the oversight. Our aim is to provide you with excellent service, and we deeply regret the mistake made in processing your order.

In order to rectify the situation, we have taken the following steps:

1. Immediate replacement: We have shipped a new and corrected version of the product you ordered, which should reach you within [estimated delivery time]. Please expect the delivery by [Delivery Date].
2. Additional compensation: As a token of our apology, we have included [compensation details, e.g., a gift card, discount coupon, or refund] with the replacement shipment. We hope this gesture will help restore your confidence in our products and services.
3. Quality control measures: We have implemented stricter quality control procedures to prevent such errors from occurring in the future. Our team is undergoing additional training to ensure accurate order processing and enhance the overall customer experience.

We understand that this incident may have caused frustration and inconvenience, and we genuinely appreciate your patience and understanding. We strive to provide the highest level of customer satisfaction, and we are committed to ensuring that this type of error is not repeated.

Should you have any further concerns or require any additional assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or email us at [Customer Service Email Address]. We are available to address any questions or feedback you may have.

Thank you for bringing this matter to our attention, and we sincerely apologize for any inconvenience caused. We value your business and hope to serve you better in the future.

Yours sincerely,
[Your Name]
[Your Position]
[Company Name]

Sample Letter Service Tax Excess Payment Adjustment

SJ Ball



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