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Feedback to Customer

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1 Email Customer Service



2 Customer Service Phone



3 Customer Complaint Form



4 Collect Customer Feedback



Clients are always valuable no matter if you are working or retired. At the time of retirement, send this letter to your clients to maintain good relations. This letter is written by an employee who is going to retire soon to his client to inform about his retirement. In this letter, he explains that he will

miss clients like him but will be available if needed to help him through phone and mail. Letters like this help you build great rapport with the customer. Letting the customers know you appreciate them will help you get referrals.



1 Customer Satisfaction Survey Template



2 Customer Feedback Form



3 Templates for Customer Service



4 Formal Letter Template



Always begin your letter by greeting the customer and the more personalized it is, the better. Make sure the customer's name is spelled correctly. The letter will lose some sincerity if the customer's name is spelled wrong. Start the letter with a nice salutation like dear followed by the customer's name. If you are writing an informal letter you can begin by saying "Hi" or "Hey" and the customer's first name. Creating a pleasant customer experience is the key to a successful business whether you are a part of the business anymore or not.

Table of Contents [\[hide\]](#)

1 FEEDBACK TO CUSTOMER WRITING TIPS

2 FEEDBACK TO CUSTOMER TEMPLATE

3 SAMPLE LETTER

4 EMAIL FORMAT

FEEDBACK TO CUSTOMER WRITING TIPS

- Always thank the customer for his purchase.
- Do not be vague with the details of the customer's purchase. Always be concise.
- Do your research well.
- Always give your opinion of the customer's purchase. Make sure you give positive feedback as the customer will not appreciate negative opinion.

FEEDBACK TO CUSTOMER TEMPLATE

Use our free feedback to customer Letter to help you get started.

From,

Date-

To,

Subject: Customer feedback letter

Dear Mr./Ms.-----,

Your recent purchase of ----- [mention purchase and its details] has been successfully recorded in our master database and we're pleased to inform you that you're now an official customer of our store. Congratulations!

We have some new offers coming up, and since you are a very valued customer, we would like to inform you about the same first. They are as follows:

[Mention the offers, discounts, and related sales]

We hope you will find this useful and continue with your cherished membership in our store.

Thanking you,

Regards,

----- [Name and designation]

SAMPLE LETTER

The following is a sample letter for feedback to customer.

From,

Akash Sen

ABC company

New Delhi

Date- 1st March 2013

To,

Ms. Amy

Subject: Customer feedback letter

Dear Ms. Amy,

We at ABC congratulate you on your recent purchase from our Millennium Makeup Counter. We believe it's an excellent purchase, indicative of an excellent taste in beauty products.

At ABC, we have a stock of some of the world's most excellent products on skin and beauty, and we hope to ensure that all our customers get the best of the deals we have to offer. As an official premium card-holding customer of our store, we request you to maintain your prized membership in the future so that you may get the best of our offers, discounts, sales, and combinations.

We also have something called the Customer's Draw every week where we have a lucky draw for all our customers who hold premier cards in our store. The winner of this lucky draw wins the most exciting prizes, such as the Golden Body Musk Pack and the All-Nourishment Nature Pack, two of our costliest purchases.

We hope you will keep up with your esteemed membership in our store.

Welcome to the ABC family!

Regards,

Akash Sen

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Customer Satisfaction Survey Template

Customer Feedback Form

Templates For Customer Service

Cover Letter Templates

Sample Miscellaneous Letters

EMAIL FORMAT

The following is an email format to be followed for feedback to customer.

To: name123@email.com

From: name12@email.com

Subject: feedback to customer

Dear Sir,

We cordially welcome you to the _____ (dealer's name) family.

We congratulate your excellent personal selection and ownership of our _____ car and graciously acknowledge your trust in our dealership.

_____ is one of the most sought after and reliable automobile dealer in _____ we are famed world over for our quality and service and customer satisfaction since the past 15 years which we assure you will personally experience as well.

We are confident that your choice of vehicle will deliver the best riding experience, fuel efficiency, and steadfast performance as well. We will be sending you regular updates and maintenance tips to help keep your vehicle in good condition.

Kindly update us with your contact information to enable us to serve you better.

For any further inquiries for details you can contact our customer service team at

_____.

Your inquiries and valuable suggestion will be most welcome on the email id

_____.

We assure you the best of services through the years of our valued relationship.

Regards,

Name

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