# **How to Write Customer Service Emails**





## **Empathy Statements**

Here are six ways to write an empathy statement.

#### 1. It sounds like...

It sounds like you're tired of having to request that we correct your bill every month. I can certainly understand why you feel this way.

#### 2. I can see why... or I can understand...

I can see why you wanted to let us know about the four-week delay with your refund check.

#### 3. If I were in your position, I would also...

If I had young children waiting at the bus stop for a late school bus every morning, I would also want to know what the school district plans are to improve the situation.

### 4. If that happened to me, I would also...

If a server spilled red wine on my suit coat, I would also want the restaurant to pay for my dry cleaning bill.

### 5. I also wish... [paraphrase the customer's complaint or request]

I also wish the wheelchair you'd requested for your mother had been available when her flight landed in Phoenix.

### 6. I am also [mention role], so I do understand why you wanted to/feel that...

I am also an avid cyclist, so I do understand that when a rider spends \$129 on a jersey, it shouldn't lose its shape when it's washed.

# Self-Test: Get Your Empathy On!

Write an empathy statement for each customer. When you're finished, compare your empathy statements to the examples provided.

### 1. Customer writing to a web hosting company

My website is down again!!! What's going on? It's been down for about 10 minutes at least three times this week. This is getting ridiculous.

- Your empathy statement:
- Example empathy statement: I can certainly understand why you're frustrated about these intermittent outages.

### 2. Customer writing to a baby food company

I need a complete list of ingredients in your Yummy Rice Cereal for babies. You list "other artificial flavors" on the box, but my daughter has food allergies and I need specific information.

- Your empathy statement:
- Example empathy statement: As a parent myself, I agree that complete product information is essential. I want to know exactly what I am feeding my child! For a complete list of ingredients in Yummy Rice Cereal, go to...

#### 3. Customer writing to county government's Recreation Department

I don't think it's fair that I have to renew my fishing license every year and pay the \$125 fee again. This is highway robbery by my own government! I already pay taxes, you know.

- Your empathy statement:
- Example empathy statement: Thank you for sharing your feedback about the annual fee for a fishing license. I also wish that these fees were lower, but the Recreation Department relies on these fees to maintain our fishing piers and to stock the county's trout ponds.