How to Write Customer Service Emails





Chapter 1 Solution

Dear Harold,

Thank you for contacting us about Early Bird pricing for the October Alternative Energy Conference in Las Vegas.

We returned your check #1234 because the Early Bird pricing offer was available only to people who paid online by credit card. I understand that it must have been frustrating to receive your returned payment.

We hope you will register for the conference, even though the Early Bird pricing has now expired. The agenda is packed with excellent speakers and practical workshops. And we are still offering some discounts for people who register soon. For example, you can book your hotel room at a discounted rate of \$150 per night through June 1, 2017. After that date, rooms will be \$225 per night.

Please visit our website for more information.

Sincerely,