

Dear Mr. [Name],

Thank you for your letter of [Date].

I am sorry to hear that [Issue].

I will be happy to [Action].

I will [Action] as soon as possible.

I will [Action] by [Date].

I will [Action] for you.

I will [Action] as soon as I can.

I will [Action] for you.

I will [Action] as soon as possible.

I will [Action] for you.

I will [Action] as soon as possible.

I will [Action] for you.

I will [Action] as soon as possible.

I will [Action] for you.

I will [Action] as soon as possible.

I will [Action] for you.

I will [Action] as soon as possible.

I will [Action] for you.

I will [Action] as soon as possible.

I will [Action] for you.

I will [Action] as soon as possible.

I will [Action] for you.

I will [Action] as soon as possible.

I will [Action] for you.

I will [Action] as soon as possible.