

[Date]

Dear [Customer Name],

Thank you for choosing [Company Name]. We are committed to providing you with the best possible support.

To ensure your inquiries are handled quickly, please use the following dedicated contact information for all future assistance:

- **Customer Support Phone:** [Phone Number]
- **Dedicated Email:** [Email Address]
- **Support Hours:** [Days of the week], [Time AM/PM] to [Time AM/PM] [Timezone]
- **Help Center/Portal:** [Website URL]

When contacting us, please have your account number or order ID ([Account/Order Number]) ready so we can assist you more efficiently.

We look forward to serving you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]