**A close-up of a logo

Description automatically generated14 Courtesy Words and Expressions for Customer Service**

|  |  |
| --- | --- |
| # | Courtesy Examples |
| 1 | “Please” |
| 2 | “You’re welcome” |
| 3 | “Thank you” |
| 4 | “Sorry” |
| 5 | “Right away” |
| 6 | “I’m currently” |
| 7 | “I can help you with that” |
| 8 | “I will” |
| 9 | “Good morning / good afternoon” |
| 10 | “Pardon me” |
| 11 | “Forgive me…” |
| 12 | “I realise this is difficult” |
| 13 | “Now that I’m aware, I will do my best” |
| 14 | “Is there anything else that I can do?” |