**14 Courtesy Words and Expressions for Customer Service**

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| # | 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?” |