

Legal Inquiry Confirmation

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Subject: Confirmation of Legal Inquiry

Dear [Recipient's Name],

I am writing to confirm that I have received your request for information regarding [specific inquiry details]. We appreciate your prompt communication and will ensure to address your inquiry thoroughly.

Please expect a detailed response by [insert expected response date]. If you have any further questions in the meantime, feel free to reach out via email or phone.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]