

Acknowledgment of Media Queries

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Title]
[Insert Company/Organization Name]
[Insert Address]

Dear [Recipient's Name],

We would like to acknowledge receipt of your media queries submitted on [insert date of submission]. We appreciate your interest in our services and are committed to providing you with a prompt and thorough response.

Please be assured that your queries are being reviewed and will be addressed accordingly. Our team will get back to you with the requested information by [insert expected response date].

Thank you for your patience and understanding. If you have any further questions in the meantime, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Phone Number]
[Your Email Address]