

Dear [Name],

Thank you for your inquiry regarding [subject]. We appreciate your interest and would like to confirm that we have received your request.

Our team will review your inquiry and get back to you with more detailed information shortly. If you have any additional questions in the meantime, please feel free to reach out to us at [contact information].

Thank you for your patience.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]