

Service Request Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for your service request received on [Insert Request Date]. We acknowledge the receipt of your request regarding [Brief Description of the Service].

Our team is currently reviewing your request and will get back to you shortly with an update. If you have any additional information to share, please don't hesitate to reach out.

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]