

Dear [Recipient's Name],

Thank you for reaching out to us. This is an automated acknowledgment of your inquiry received on [Date]. We appreciate your interest and want to assure you that we are currently reviewing your request.

Our team will get back to you within [Timeframe, e.g., 24-48 hours] with a detailed response. If you have any urgent concerns, please feel free to contact us at [Contact Information].

Thank you for your patience.

Best regards,
[Your Name]
[Your Position]
[Your Company]