

Dear [Recipient's Name],

Thank you for your inquiry dated [Date]. We appreciate your interest in our services.

This is to confirm that we have received your message and our team is currently reviewing it. We will respond to you within [Timeframe] with the information you requested.

If you have any further questions in the meantime, please feel free to contact us at [Contact Information].

Thank you for reaching out to us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]