

Service Inquiry Acknowledgment

Dear [Customer Name],

Thank you for reaching out to us regarding your inquiry. We appreciate your interest in our services and want to confirm that we have received your request for assistance.

Your request has been assigned the reference number: [Reference Number]. Our team is currently reviewing the details you provided, and we will make every effort to respond to your inquiry as soon as possible.

If you have any additional information or questions, please do not hesitate to reply to this email or contact us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]