

# Client Service Acknowledgment

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We would like to take this opportunity to acknowledge the receipt of your recent inquiry regarding our services. Thank you for reaching out to us.

We are currently reviewing your request and will get back to you with more information as soon as possible. We appreciate your patience during this process.

If you have any immediate questions or further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for choosing [Your Company Name]. We look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]