

Telecom Inquiry Response Expectations Clarification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Clarification on Response Expectations for Recent Inquiry

Dear [Recipient Name],

Thank you for reaching out to us regarding your recent inquiry on [specific topic]. We appreciate your interest and would like to clarify our response expectations as follows:

- **Response Time:** We aim to respond within [specified time frame] of receiving your inquiry.
- **Information Provided:** Our response will include [details about the information you plan to provide].
- **Follow-up Procedure:** If you do not receive a response within the expected time frame, please feel free to contact us again.

We are committed to providing you with the best service and appreciate your understanding as we work to address your concerns.

If you have any further questions or need additional information, please do not hesitate to contact me directly at [your phone number] or [your email address].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]