

# Dear [Client's Name],

Thank you for choosing [Your Company Name] for your creative writing editing needs. We are excited to assist you in refining your manuscript and enhancing its overall quality.

## Editing Services Offered:

- Content and Structure Review
- Grammar and punctuation checks
- Stylistic Enhancements
- Feedback and Suggestions

Your manuscript titled "[**Title of Manuscript**]" has been received. Our team will begin the editing process and provide you with feedback by [**Due Date**].

Should you have any questions or additional requests, please feel free to reach out to us at [Your Contact Information]. We look forward to working with you!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]