

# Service Inquiry Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your inquiry about [specific service]. We appreciate your interest and would like to confirm that we have received your request.

Your inquiry is important to us, and our team is currently reviewing the details. We will get back to you with a comprehensive response within [insert time frame].

If you have any further questions or need immediate assistance, please do not hesitate to contact us at [insert contact information].

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]