

Alteration Request Confirmation

Dear [Recipient's Name],

Thank you for your recent request for alterations regarding [specific details of the alteration]. We are writing to confirm that we have received your request on [date].

Our team is currently reviewing your request, and we will get back to you with an update by [expected response date]. If we require any further information, we will reach out to you at the contact information you provided.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]