

Account Inquiry Acknowledgment

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

Dear [Customer's Name],

Thank you for your inquiry regarding your account with us. We have received your request, and it is currently being processed. We appreciate your patience while we work to provide you with the necessary information.

If you have any further questions or need additional assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]