

Customer Service Inquiry Acknowledgment

Dear [Customer Name],

Thank you for reaching out to us. We have received your inquiry regarding [brief description of the issue or question] and want to assure you that we are currently reviewing your request.

Our team is committed to providing you with a prompt and thorough response. You can expect to hear back from us within [time frame].

If you have any additional information you would like to share, please feel free to respond to this email.

Thank you for your patience and understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]