

Service Request Acknowledgment

Dear [Customer Name],

Thank you for reaching out to us. We have received your service request submitted on [Date] regarding [Brief Description of Service].

Your request is important to us, and we are currently reviewing it. Our team will get back to you within [Timeframe] with updates or further information.

If you have any immediate questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]