

Dear [Customer Name],

Thank you for reaching out to us regarding your inquiry. We appreciate your interest in our services and are here to assist you.

Your question about [briefly mention the topic of the inquiry] has been received and is currently being reviewed by our customer service team. We aim to provide you with a comprehensive response within [insert timeframe].

If you have any additional questions or require further assistance in the meantime, please do not hesitate to contact us at [insert contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]