

Legal Inquiry Acknowledgment

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We acknowledge receipt of your legal inquiry dated [Insert Inquiry Date] regarding [Brief Description of Subject]. We appreciate your reaching out to us regarding this matter.

Our team is currently reviewing the details of your inquiry and we aim to provide you with a comprehensive response. We expect to have an update for you by [Insert Expected Response Date].

If you have additional questions in the meantime, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company's Address]

[Your Phone Number]

[Your Email Address]