

Acknowledgment of Service Inquiry

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your service inquiry. We have received your request and appreciate your interest in our services.

Our team is currently reviewing your inquiry and will respond to you within [insert time frame]. If you have any further questions, please do not hesitate to contact us at [insert contact information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]