

Acknowledgment of Service Request

Date: [Insert Date]

Dear [Recipient's Name],

We would like to acknowledge the receipt of your service request submitted on [Insert Submission Date]. Your request is important to us, and we appreciate your reaching out.

Your request reference number is: [Insert Reference Number]. Our team will review your request and get back to you as soon as possible.

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]