

Confirmation of Service Assistance Request

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm the receipt of your service assistance request submitted on [Insert Submission Date].

Your request has been assigned the reference number: [Insert Reference Number]. Our team is currently reviewing your requirements and will proceed with the necessary arrangements.

You can expect a follow-up from us by [Insert Follow-up Date]. Should you have any further questions or need immediate assistance, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for choosing our services. We look forward to assisting you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]