

Service Inquiry Acknowledgment

Dear [Customer Name],

Thank you for reaching out to us regarding your inquiry about our services. We appreciate your interest and value the opportunity to assist you.

This letter acknowledges receipt of your inquiry received on [Date]. Our team is currently reviewing your request and will get back to you with a detailed response as soon as possible, typically within [Time Frame].

If you have any urgent questions, please feel free to contact us at [Contact Information].

Thank you for your patience.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]