

Service Request Verification

Date: [Insert Date]

To,

[Recipient Name]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the receipt of your service request submitted on [Insert Submission Date]. Our records indicate the following details:

- **Service Requested:** [Insert Service Description]
- **Requested Date:** [Insert Requested Date]
- **Reference Number:** [Insert Reference Number]

Our team is currently reviewing your request and will follow up with you within [Insert Time Frame]. If you have any further questions or need immediate assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]