

# Service Inquiry Confirmation

Dear [Customer Name],

Thank you for reaching out to us. We are writing to confirm that we have received your inquiry regarding our services.

Your request is important to us, and we will review it and get back to you as soon as possible, typically within [time frame].

If you have any immediate questions or need further assistance, please feel free to contact us at [phone number] or [email address].

Thank you for considering us for your needs.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]