

# Service Inquiry Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for your inquiry regarding our services. We are pleased to confirm that we have received your request and are currently reviewing the details you provided.

Our team will get back to you within [insert timeframe] with the necessary information and next steps. Please feel free to reach out to us at [insert contact information] if you have any immediate questions.

Thank you for considering our services!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]