

Service Question Confirmation

Date: [Insert Date]

Dear [Customer's Name],

Thank you for reaching out to us regarding your service inquiry. We appreciate your interest and are happy to confirm that we have received your question.

Our team is currently reviewing your request and will get back to you within [insert timeframe]. If you have any further questions in the meantime, please do not hesitate to contact us.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]