

Customer Request Acknowledgment

Dear [Customer's Name],

Thank you for reaching out to us. We have received your request regarding [brief description of the request] on [date of request]. Our team is currently reviewing your request and will get back to you shortly with more information.

If you have any additional questions or need further assistance, please feel free to contact us at [contact information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Company Contact Information]