

Letter of Assurance for Inquiry Acknowledgment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We would like to acknowledge the receipt of your inquiry dated [Insert Inquiry Date]. We assure you that your questions and concerns are important to us.

Your inquiry is currently being reviewed, and we will make every effort to provide you with a comprehensive response by [Insert Response Date]. We appreciate your patience during this process.

If you have any further questions in the meantime, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]