

# Confirmation of Inquiry Submission

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for your inquiry submitted on [Insert Submission Date]. We confirm that we have received your request regarding [Insert Inquiry Detail].

Your inquiry is important to us, and our team will review it thoroughly. You can expect a response from us within [Insert Response Timeframe].

If you have any additional questions or need further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for reaching out to us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]