

Confirmation of Your Inquiry

Dear [Customer Name],

Thank you for reaching out to us. We have received your inquiry regarding [specific inquiry topic] on [date].

Our team is currently reviewing your request and will get back to you within the next [time frame].

If you have any further questions, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]