

Customer Inquiry Receipt Validation

Date: [Insert Date]

Dear [Customer's Name],

Thank you for your inquiry regarding [brief description of the inquiry]. We have received your request and it is currently under review.

Your inquiry reference number is: [Insert Reference Number]. Please keep this number for your records.

We appreciate your patience, and our team will get back to you within [Insert Time Frame].

Should you have any further questions, feel free to reach out to us at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]