

Dear [Customer's Name],

Thank you for reaching out to us. We appreciate your inquiry and value your interest in our products/services.

We have received your message regarding [briefly mention the inquiry topic]. Our team is currently reviewing your request, and we will get back to you with a detailed response as soon as possible.

If you have any urgent questions, feel free to contact us at [contact number] or [email address].

Thank you for your patience, and we look forward to assisting you further.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]