

Response to Service Inquiry

Date: [Insert Date]

Dear [Recipient's Name],

Thank you for reaching out to us regarding your inquiry about our services. We appreciate your interest in [Company Name].

We are pleased to inform you that we offer the following services: [List of Services].

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

We look forward to assisting you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]