

# Receipt Acknowledgment for Service Request

**Date:** [Insert Date]

**From:** [Your Company Name]

**To:** [Client's Name]

**Service Request ID:** [Insert ID]

Dear [Client's Name],

We hereby acknowledge the receipt of your service request submitted on [Insert Submission Date]. We appreciate your trust in our services.

Details of the Request:

- Service Requested: [Description of Service]
- Requested Completion Date: [Insert Date]

Our team will review your request and get back to you shortly with the next steps. If you have any further questions, please do not hesitate to contact us at [Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]