

Response Acknowledgment

Dear [Recipient's Name],

Thank you for your recent inquiry regarding [specific subject or issue]. We appreciate your interest and the opportunity to assist you.

This letter is to acknowledge that we have received your inquiry on [date of inquiry]. Our team is currently reviewing the details, and we aim to provide you with a comprehensive response within the next [timeframe, e.g., 3-5 business days].

Should you have any further questions or require immediate assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]