

Response to Your Service Request

Dear [Customer Name],

Thank you for reaching out to us regarding your service request dated [Date]. We appreciate your patience as we review your inquiry.

We wanted to inform you that your request has been received and is currently being processed. Our team is working diligently to address your needs and will get back to you within [time frame].

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]