

Acknowledgment of Your Business Inquiry

Dear [Recipient's Name],

Thank you for reaching out to us with your inquiry regarding [specific inquiry topic]. We appreciate your interest in our services and are pleased to acknowledge receipt of your message.

Our team is currently reviewing your inquiry and will get back to you within [time frame, e.g., 48 hours]. If you have any further questions in the meantime, please do not hesitate to reach out to us.

Thank you for considering [Your Company Name]. We look forward to assisting you.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]