

Assurance of Reception

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

Thank you for your inquiry regarding [brief description of inquiry]. We appreciate your interest in our services and products.

This letter is to assure you that we have received your request and it is currently being processed. Our team is committed to providing you with a prompt and thorough response.

Should you have any further questions or require additional information in the meantime, please do not hesitate to reach out to us.

Thank you once again for contacting us. We look forward to serving you.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]