

Confirmation of Business Inquiry

Dear [Recipient's Name],

We would like to confirm that we have received your inquiry regarding [mention the specific inquiry or service].

Your interest in our services is greatly appreciated, and we will review your request promptly. A member of our team will get back to you within [mention timeframe] with the information you need.

If you have any additional questions in the meantime, please do not hesitate to reach out to us at [contact information].

Thank you for considering our services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]