

Receipt for Your Recent Business Inquiry

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

Thank you for your recent inquiry regarding our services. This letter serves as a receipt for your inquiry received on [Insert Inquiry Date]. We appreciate your interest and are eager to assist you.

If you have any further questions or require additional information, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for considering us for your business needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]