

**Dear [Recipient's Name],**

Thank you for reaching out to us regarding your recent inquiry about [brief description of the inquiry]. We appreciate your interest in our services.

This is to confirm that we have received your inquiry and our team is currently reviewing the details. We aim to provide you with a comprehensive response within [timeframe, e.g., 2-3 business days].

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

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]