

Formal response to inquiry

Subject: Thank You for Your Inquiry

Dear [Customer Name],

Thank you for reaching out to us regarding [subject of inquiry]. We appreciate your interest in [Company/Product/Service].

Our team has reviewed your request and we are happy to provide the following information:
[Detailed response].

Should you have any further questions, please do not hesitate to contact us at [contact information].

Sincerely,

[Your Name]

[Designation]

[Company Name]

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