## Short and to-the-point response

Subject: Response to Your Inquiry
Dear [Customer Name],
Thank you for your inquiry regarding [subject]. Please find the relevant details below: [Short,
precise response].
We appreciate your interest in our services.
Regards,
[Your Name]
[Designation]
[Company Name]

## Get more templates here:

https://www.lettersandtemplates.com/letters/response-and-thank-you-for-your-inquiry-letter