

Conditional response awaiting more info

Subject: Acknowledgment of Your Inquiry

Dear [Customer Name],

Thank you for your inquiry regarding [subject]. We have received your request and are currently reviewing the details.

We will provide a comprehensive response by [expected date]. In the meantime, please feel free to send any additional information that could help us assist you better.

Best regards,

[Your Name]

[Designation]

[Company Name]

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