

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to acknowledge the receipt of your request for the WCF (Windows Communication Foundation) service. We appreciate your interest and are committed to providing you with the best possible service. Our team is currently reviewing the details of your request and will respond within [time frame, e.g., "the next 5 business days"]. Should you have any questions or require further assistance in the meantime, please do not hesitate to reach out to us at [contact information].

Thank you for your inquiry, and we look forward to serving you.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]