

January 20, 2017.

Dear Mr. [Name],

I am writing to you regarding the [Project Name] project. We have received your request and are currently reviewing the details. We will get back to you as soon as possible.

Thank you for your interest in our services.

Sincerely,
[Name]

[Signature]

Company Name
Address
City, State, ZIP
Phone: (555) 123-4567
Email: info@company.com
Website: www.company.com