

New Inquiry Reply Template - Blank template

Hi [Name],

Thanks for reaching out to [Your Company]! We'd be happy to help with [their request].

To give you an accurate estimate, could you share:

- Your address or general location
- A good time for a quick call or site visit
- Any photos that help us understand the job

We typically respond within one business day.

Best,

[Your name], [Your Company]

New Inquiry Reply Template - Filled-in example

Hi Maria,

Thanks for reaching out to Sample Service Co.! We'd be happy to help with the leaky kitchen faucet you mentioned.

To give you an accurate estimate, could you share:

- Your address or general location
- A good time for a quick call or site visit
- Any photos that help us understand the job

We typically respond within one business day.

Best,

Dan, Sample Service Co.

Hypothetical example showing how a customer might use this template.