

[Your Company Letterhead or Company Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client Name],

I hope this message finds you well. I am writing to follow up regarding the proposal we sent on [date you sent the proposal] for [brief description of the proposal or project].

We appreciate the time you have taken to review our submission, and we are eager to answer any questions or provide further clarification as needed. We are enthusiastic about the possibility of partnering with [Client Company Name] and are confident that our proposed solution can add significant value to your organization.

If you have any feedback, concerns, or require additional information, please let me know. We are committed to ensuring that all your needs are addressed and would be delighted to schedule a call at your convenience to discuss any aspect of the proposal.

We look forward to your response and hope to move ahead with this opportunity. Thank you once again for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]