

Follow-up Inquiry Letter for Business Proposal

A **follow-up inquiry letter for a business proposal** is a professional communication sent to reaffirm interest, request additional information, or prompt a decision regarding a previously submitted business proposal. This letter helps maintain engagement between parties, clarifies any uncertainties, and demonstrates commitment to the potential partnership. A well-structured follow-up inquiry letter typically includes a polite introduction, reference to the original proposal, specific questions or requests for further details, and a courteous closing.

Sample Format

[Your Name]
[Your Position]
[Your Company]
[Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
Dear [Recipient's Name],
I hope this message finds you well. I am writing to follow up on the business proposal I submitted on [date] regarding [brief description of the proposal]. I would appreciate any Please let me know if there are any questions or further clarifications required from my side. I am happy to provide additional details or arrange a meeting at your convenience. Thank you for your time and consideration. I look forward to your response.
Sincerely,
[Your Name]