

# Sample Business Letter for Follow-Up with Client After Quotation Submission

This template is intended to help you professionally follow up with a client after sharing a quotation, encouraging a timely and positive response.

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[Your Company Letterhead]

[Date]

[Client Name]

[Client Position, if known]

[Client Company Name]

[Client Address Line 1]

[Client Address Line 2]

Dear [Client Name],

I hope this message finds you well. I am writing to follow up regarding the quotation we submitted on [Date of Quotation], concerning [brief description of products/services/solutions quoted].

We appreciate your consideration of our proposal and remain committed to providing you with the highest quality service. Should you have any questions or require further clarification on any aspect of our quotation (Reference: [Quotation/Reference Number]), please feel free to reach out to me directly. We are more than happy to discuss your requirements in detail or address any concerns you may have.

Our team values the opportunity to work with [Client Company Name] and is eager to assist you in achieving your objectives. We believe our offering is well-suited to your needs and are confident that we can deliver the results you expect.

Kindly let us know your feedback or if you anticipate any additional steps before a decision is made. We look forward to your reply and hope to move forward together.

Thank you once again for considering our quotation.

Best regards,

[Your Full Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]

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## Usage Instructions

- Replace placeholder text (in brackets) with appropriate information.
- Customize details to reflect your company's offerings and tone of communication.
- Send via email or print on company letterhead for formal correspondence.