

[Your Name]  
[Your Title]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Follow-Up on Proposal Submission

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

We are eager to discuss any questions or feedback you may have and to explore how we can move forward together.

Thank you for considering our proposal. We look forward to your response.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]