

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on our recent inquiry regarding the HVAC project we discussed on [date of initial inquiry].

We are eager to understand the next steps and see how we can collaborate effectively to meet your project needs. Please let us know if there's any additional information or documentation you require from our side.

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

Warm regards,

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