

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

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

I wanted to check if you had the opportunity to review the proposal and if there were any questions or concerns that I could address. I am very excited about the possibility of collaborating on this project and am eager to hear your thoughts.

Please let me know if you need any additional information or clarification. I look forward to your feedback and hope to connect soon. Thank you for your time and consideration.

Best regards,

[Your Name]  
[Your Title]