

[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]