

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[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 quotation we submitted on [date of quotation submission] regarding [brief description of the service/product]. We would like to know if you have any questions or require further information.

We value the opportunity to work with you and are eager to assist in any way we can. Please let us know your thoughts at your earliest convenience.

Thank you for considering our proposal.

Best regards,

[Your Name]
[Your Position]
[Your Company]