

[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 proposal request that we submitted on [insert submission date]. We are very enthusiastic about the opportunity to collaborate with [Recipient's Company] and would like to know if there have been any updates regarding our proposal.

We believe that our services can provide significant value to your organization, and we are eager to address any questions or concerns you may have.

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

Best regards,

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