

Professional Follow-up Email Template

Subject: Following up on our quotation proposal - [Project Name/Reference Number]

Dear [Client Name],

I hope this email finds you well. I wanted to follow up on the quotation proposal we sent on [Date] for [Project/Service Description].

I understand that reviewing proposals takes time, and I wanted to ensure you received all the necessary information to make an informed decision. Our proposal outlined [brief recap of key points/benefits].

If you have any questions or need clarification on any aspect of our proposal, I would be happy to discuss them with you. We remain committed to delivering exceptional value and meeting your specific requirements.

Could you please provide an update on your decision timeline? This will help us plan our resources accordingly and ensure we can meet your preferred project start date.

I look forward to hearing from you soon and hopefully moving forward with this exciting opportunity.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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