

Urgent Follow-up Email Template

Subject: URGENT: Response needed for quotation proposal - [Project Name]

Dear [Client Name],

I hope you're doing well. I'm following up on our quotation proposal submitted on [Date] for [Project/Service Description].

Given the time-sensitive nature of this project and the approaching deadline mentioned in your initial request, I wanted to touch base regarding your decision status. Our team is prepared to mobilize quickly to meet your [specific deadline/requirement].

To ensure we can deliver within your required timeframe, we would need confirmation by [specific date]. This timeline is crucial for:

- Resource allocation
- Material procurement
- Project scheduling
- Quality assurance protocols

If there are any concerns or additional information needed to expedite your decision, please don't hesitate to reach out immediately. We're committed to making this project a success within your constraints.

I'm available for a quick call today or tomorrow to address any questions you might have.

Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/follow-up-after-sending-quotation-proposal-email-sample>

[e](#)