

Casual Follow-up Email Template

Subject: Quick check-in on our proposal

Hi [Client Name],

Hope you're having a great week! Just wanted to drop a quick line about the proposal we sent over for [Project/Service Description].

I know you've probably got a lot on your plate, but I wanted to make sure our quotation didn't get buried in your inbox. No pressure at all – just checking if you need anything from our end or have any questions about what we proposed.

Feel free to give me a shout if you want to chat about any part of it. Always happy to help clarify or discuss alternatives if needed.

Thanks for considering us for this project!

Cheers,

[Your Name]

[Company Name]

[Phone/Email]

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