

Formal Follow-up Letter Template

Subject: Formal follow-up regarding quotation submission - Reference: [RFQ Number]

Dear [Procurement Officer/Committee Chair],

We respectfully submit this formal follow-up regarding our quotation proposal submitted on [Date] in response to Request for Quotation No. [RFQ Number] for [Project/Service Description].

Our organization has invested considerable resources in preparing a comprehensive proposal that aligns with all specified requirements and compliance standards outlined in your solicitation documents.

We would appreciate receiving an acknowledgment of receipt and any updates regarding the evaluation timeline. Understanding the procedural requirements of your procurement process, we remain available to provide any additional documentation or clarification that may be required during the review period.

Please confirm:

- Receipt of our complete submission package
- Expected timeline for vendor selection
- Any additional requirements or documentation needed
- Scheduled dates for vendor presentations, if applicable

Our proposal remains valid for the duration specified in the RFQ terms and conditions. We are prepared to commence work immediately upon contract award and look forward to contributing to your organization's objectives.

Respectfully submitted,

[Your Full Name]

[Your Title]

[Company Name]

[Business Registration Number]

[Complete Address]

[Contact Information]

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