

Final Follow-up Email Template

Subject: Final follow-up - Quotation proposal expires [Date]

Dear [Client Name],

I hope you're doing well. This will be my final follow-up regarding our quotation proposal for [Project/Service Description], which we submitted on [Date].

Our proposal was prepared based on current market conditions and resource availability. Due to fluctuating costs and scheduling commitments, this quotation will expire on [Date], after which we would need to reassess pricing and availability.

I want to ensure you have every opportunity to move forward if this project is still of interest to your organization. If you need additional time for your decision-making process, please let me know, and we can discuss extending the proposal validity period.

Alternatively, if circumstances have changed and this project is no longer a priority, I completely understand. We would appreciate a brief notification so we can close this opportunity in our system and redirect our resources accordingly.

It has been a pleasure preparing this proposal for you, and we hope to have the opportunity to work together in the future, whether on this project or others that may arise.

Thank you for your time and consideration throughout this process.

Best wishes,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

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