

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of our proposal, submitted on [Submission Date], regarding [Proposal Topic/Project Name].

As we are eager to move forward, I would appreciate any updates you could provide at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]