

Follow-Up Inquiry on Vendor Services

Dear [Vendor's Name],

I hope this message finds you well. I am writing to follow up on our recent discussions regarding the vendor services provided by your company. We are eager to understand the next steps in our collaboration and any updates you may have.

Could you please provide us with the latest information regarding our proposal, including timelines and any necessary documentation? Your timely response will help us move forward effectively.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]