

Inquiry Regarding Graphic Design Project Proposal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the graphic design project proposal that we discussed on [mention date or event]. I am keen to understand the specifics and any additional details that may have developed since our last conversation.

Could you please provide me with an update on the proposal's status, including timelines, deliverables, and any preliminary thoughts you might have? I am eager to collaborate and move forward with this exciting opportunity.

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

Sincerely,

[Your Name]