

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the Request for Proposal (RFP) submitted on [Submission Date]. We want to ensure that our proposal was received and meets your expectations.

If there are any further details or documentation you require, please do not hesitate to reach out. We are eager to discuss how we can assist you in this project.

Thank you for your attention, and I look forward to your confirmation.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Phone Number]  
[Your Email]