

## **Reminder: Request for Proposal Decision Update**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to gently remind you about the status of the Request for Proposal (RFP) submitted on [Submission Date] regarding [Project/Service Name]. We are eager to receive an update on the decision timeline.

As we discussed, understanding your decision will help us plan our next steps accordingly. If there are any concerns or additional information required from our side, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]