

Request for Update on RFP Process

Your Name
Your Position
Your Company
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Position
Recipient Company
Recipient Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request an update on the status of the Request for Proposal (RFP) that we submitted on [submission date]. We are eager to learn about any developments and the timeline for the decision-making process.

Understanding the current status will greatly assist us in our planning and ensure that we are prepared for the next steps. If additional information or clarification regarding our proposal is needed, please do not hesitate to reach out.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company]