

# Follow-Up Letter for Business Deal Consideration

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up regarding our recent discussion about [specific deal or proposal] that we had on [date of discussion]. I believe this opportunity has significant potential for both our businesses.

Have you had a chance to consider the proposal? I am eager to hear your thoughts and explore how we can move forward together.

Please let me know if you need any additional information or if there's anything I can clarify.

Looking forward to your response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]