

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the digital transformation proposal we discussed on [insert date of last meeting or proposal]. We are excited about the opportunity to partner with [Recipient's Company Name] and help you achieve your digital goals.

As a reminder, our proposal includes [briefly outline key elements of the proposal], designed to enhance your operations and improve customer engagement. We believe that our collaborative approach can yield significant benefits for your business.

If you have any questions or require further clarification regarding the proposal, please do not hesitate to reach out. I would be more than happy to assist in any way I can. Additionally, I am eager to discuss any feedback you may have.

Thank you once again for considering our proposal. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]