

Date: [Insert Date]

To: [Committee Member's Name]

From: [Your Name]

Subject: Follow-Up on Committee Proposal Approval

Dear [Committee Member's Name],

I hope this message finds you well. I am writing to follow up on the proposal titled "[Insert Proposal Title]" that was submitted on [Insert Submission Date]. As we discussed during our last meeting, the proposal aims to [briefly describe the purpose of the proposal].

We are eager to hear your thoughts and any feedback you may have regarding the proposal. Additionally, if there are any further steps required for the approval process, please let us know.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]