

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 wanted to follow up on the service proposal I submitted on [Insert Submission Date]. I am eager to hear your thoughts and would appreciate any feedback you may have.

As a reminder, our proposal includes [briefly outline key services or solutions]. I truly believe that our services can bring significant value to [Recipient's Company Name].

If you have any questions or need further clarification, please feel free to reach out. I am looking forward to the possibility of working together.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]