

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Subject: Follow-Up on Our Business Proposal

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to follow up on the business proposal we discussed on [insert date of last communication]. We appreciate the opportunity to present our ideas and solutions.

We believe our proposal can greatly benefit [Recipient's Company] by [insert brief summary of proposal benefits]. We are eager to discuss any questions or concerns you may have.

Please let me know a convenient time for us to continue our negotiation or if you require any additional information!

Thank you for considering our proposal. I look forward to your response.

Warm regards,

[Your Name]

[Your Position]

[Your Company]