

# Response to Proposal Submission

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for submitting your proposal titled "[Insert Proposal Title]" on [Insert Submission Date]. We appreciate the time and effort you invested in preparing this document.

We have received your proposal and it is currently under review by our evaluation committee. We are aiming to finalize our decision by [Insert Decision Date].

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your interest in working with us. We look forward to the possibility of collaborating with you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]