

Request for Update on Business Proposal

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 kindly request an update regarding the business proposal we submitted on [insert submission date]. We are eager to hear your feedback and understand any developments related to our proposal.

Your insights are valuable to us, and we look forward to your response at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]