

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the assessment of the business proposal submitted on [submission date] regarding [brief description of the proposal].

We are eager to understand the current status of the review process and any potential feedback you may have. We believe that this proposal could greatly benefit both our organizations and look forward to your insights.

Please let us know if you require any additional information from our end. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]