Hello, [NAME]

My name is [NAME] with [COMPANY NAME]. On [DATE], I submitted our proposal in response to your [SPECIFIC RFP TITLE].

I’m following up to confirm receipt of our submission and gather a few details, if possible. Are you still accepting entries, and if so, when is the close date? Our team is also curious when you will be making a decision and notifying the businesses who have applied.

Thank you in advance for your help. We appreciate the opportunity to earn your business. I’m looking forward to hearing back soon. If you need additional information, please don’t hesitate to contact me directly.

Thank you,

[SIGNATURE]