## **Proposal or Quotation Second Follow-up Email Template**

*Subject line: Should I close out your file?*

*Dear \_\_\_\_,*

*I know you’re busy, but I just wanted to make sure you knew that we’re ready to help you with [pain point previously discussed].*

*If you’ve already decided to go in another direction, I totally get it. If you let me know, I’ll be sure to close your file and stop bothering you.*

*If you’re just too busy right now, which let’s face it, we all are from time to time, let me know that too, and I’ll just make a note to follow up in a few months when things settle down.*

*If you have any questions about the proposal I provided, or if there’s anything else I can do, you got it - let me know.*

*I look forward to hearing from you,*

*[Name]*