

Proposal Follow Up Email Scripts

Follow-Up Email #1

Subject Line: Just checking in

Hi **[Name]**,

It was great to meet you last **[Day of Walk Through]**.

Have you had a chance to look at the proposal I sent over? I've attached it again for easy access!

I'd be happy to answer any questions when you do.

Thanks again for your time,

[Your Name]

[Your Title] of [Your Company]

Attach copy of Proposal

Follow-Up Email #2

Subject Line: Farewell?

Hi **[Name]**,

After our last conversation all signs were positive that we would move forward with working together. But, despite my best efforts, I haven't been able to reach you.

Just wondering, are you....

- 1) Keen to move forward with [Your Company Name]?
- 2) Still undecided and need me to call in a week?
- 3) About to go another direction?

In any case if you could write me back it will help me know whether or not to continue reaching out or close your file.

With appreciation,

[Your Name]
[Your Title] of [Your Company]

Follow-Up Email #3

Subject Line: Sorry you didn't love us...

Hi **[Name]**,

I know it's hard to choose a new service provider... it takes time.

And I completely understand (and anticipate) that **[Your Company Name]** isn't be the best fit for everyone. I'm grateful that you checked us out.

If you're willing to answer, I have one quick question for you:

What kept you from hiring us?

Just hit 'reply'... I'd really like to know.

With appreciation,

[Your Name]

[Your Title] of [Your Company]