



COMMUNICATION TEMPLATES

Proposal follow-up email templates

A concise sequence for following up on a proposal without pressure, while making the decision path and next step easy for a prospect.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

A proposal is out and the next move is unclear.

WORK THROUGH THE CHECKLIST

☐ 01 **Confirm receipt**

☐ 02 **Restate the outcome**

☐ 03 **Invite questions**

☐ 04 **Offer a decision call**

☐ 05 **Set a polite follow-up date**

☐ 06 **Close the loop clearly**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.