

[Your Name]
[Your Title]
[Your Company]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]

Subject: Quick follow-up regarding [Product/Service Name]

Dear [Recipient Name],

I know you are incredibly busy and in a rush to get [Project/Goal] moving, so I will keep this brief.

Following our short conversation earlier, I have attached the high-level overview and pricing options you requested. These are designed to provide the fastest path to [Specific Benefit/Result].

To save you time, here are the next three steps to get started:

- Step 1: Review the attached one-page proposal.
- Step 2: Approve the digital quote via the link below.
- Step 3: Schedule a 5-minute kickoff call.

If you have any quick questions, feel free to text me at [Your Phone Number] or reply to this email.

Best regards,

[Your Name]
[Your Phone Number]
[Your Website]