Date: [Date]

[Vendor Name]
[Vendor Contact Person]
[Vendor Address]

Subject: Status of Estimate Review for [Project Name/Reference Number]

Dear [Contact Person Name],

Thank you for submitting the estimate for [Description of Services/Goods] dated [Date of Estimate]. We have received your proposal and it is currently undergoing a formal review by our team.

The current status of your estimate is: **[Pending / Under Technical Review / Awaiting Management Approval]**.

We expect to provide a final decision or a request for further clarification by [Date]. No further action is required from your side at this time. We will notify you immediately once the review process is complete.

If you have any urgent questions, please contact [Name] at [Phone Number/Email].

Sincerely,

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