[Your Name]
[Your Agency Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Following up on your insurance quote for [Type of Insurance]

Dear [Recipient Name],

I am writing to follow up on the insurance quote we prepared for you on [Date]. I wanted to check in to see if you have had a chance to review the details or if you have any questions regarding the coverage options provided.

Choosing the right protection is an important decision. Whether you are looking to adjust your deductibles, add specific endorsements, or compare this quote against your current policy, I am here to help you find the best value and security for your needs.

If your circumstances have changed or if you would like to see an updated proposal based on new information, please let me know. I would be happy to jump on a quick call to walk through the numbers with you.

I look forward to hearing from you soon.

Best regards,

[Your Signature]

[Your Printed Name]