

[Your Name]
[Your Company]
[Date]

[Prospective Client Name]
[Prospective Client Company]

Subject: Regarding your inquiry for [Project Name/Service]

Dear [Prospective Client Name],

I am writing to follow up on our previous correspondence regarding your interest in [Project/Service].

As we have not received the necessary information or feedback required to move forward with a formal proposal, we are unable to keep this inquiry active at this time. Consequently, we are closing your file regarding this specific request.

Please note that our initial quotes or availability may change if you decide to revisit this project in the future.

If your circumstances change and you wish to resume discussions, please feel free to reach out to us to start a new inquiry.

Best regards,

[Your Signature]
[Your Title]