[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: THANK YOU FOR YOUR PATIENCE – PROPOSAL UPDATE**

Dear [CONTACT NAME],

This letter is a follow up on the voice-mail that I left for you yesterday. Many thanks for your patience while we have been studying your proposal. Your last letter completely explained the issues we had.

Please find enclosed our suggestions for the four sections that are being modified. I am pleased that we are nearer to the wording that both of us can accept, and that you will agree we are nearer to finalising this deal.

As soon as you give me your acceptance, I will draw up the contracts ready for the necessary signatures. Thank you again for your assistance and cooperation and we look forward to a long and fruitful partnership.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]