

Follow Up Letter For Approval

John Doe

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(555) 123-4567

August 2, 2024

Jane Smith

Director of Operations

XYZ Corporation

456 Elm Street

Springfield, MA 01102

Dear Ms. Smith,

I hope this letter finds you well. I am writing to follow up on my previous correspondence dated July 15, 2024, regarding the project proposal for a new marketing campaign. I understand that you have a busy schedule, but I wanted to touch base to see if there have been any updates or if further information is required to facilitate the approval process.

To recap, my initial request was to launch a comprehensive marketing campaign aimed at increasing our brand awareness and driving sales. I believe that this initiative will significantly enhance our market presence and lead to a substantial increase in revenue. The proposed campaign includes social media advertising, influencer partnerships, and targeted email marketing, which are expected to reach a wide audience and engage potential customers effectively.

Please let me know if there are any additional details or documentation you need from my end. I am more than willing to provide any further information or clarification necessary to assist in your decision-making process.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

John Doe

Marketing Manager

XYZ Corporation