Quote Follow-Up Email Templates

Replace the placeholders, review the current facts and send from your usual email account.

Check receipt

Subject: Did estimate [reference] reach you?

Hi [name],

I am checking that you received estimate [reference], sent on [date], for [scope]. I have [attached the current version / included its link] for convenience.

Please let me know if you would like anything clarified before deciding.

Thank you,
[sender and contact]

Clarify the scope

Subject: A clarification on estimate [reference]

Hi [name],

Following your question about [topic], the estimate includes [included work] and excludes [excluded work]. [State the confirmed clarification.]

If the scope needs to change, let me know and I will prepare a revised estimate for review before the work is agreed.

Thank you,
[sender and contact]

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Invite questions

Subject: Questions about estimate [reference]?

Hi [name],

Have you had a chance to review estimate [reference] for [scope]? If there is a question about the work, timing or price, I am happy to explain it.

Please reply with any questions or let me know how you would like to proceed.

Thank you,
[sender and contact]

Send an optional reminder

Subject: Next step for estimate [reference]

Hi [name],

I am following up on estimate [reference]. If you would like to proceed, please [actual approval step]. We will then confirm scheduling.

[Include the genuine valid-until date only if one applies to this estimate.] If the work is no longer needed, a quick reply will help us update the enquiry.

Thank you,
[sender and contact]

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Close an inactive enquiry

Subject: Closing the enquiry for estimate [reference]

Hi [name],

We have not heard back about estimate [reference], so we will mark this enquiry inactive for now. No work has been scheduled on the basis of this message.

If you would like to revisit it, reply and we can check the scope, current pricing and availability with you.

Thank you,
[sender and contact]

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Keep work and messages together

Keep customer conversations with the work they concern as the next step becomes clear. Keep using this template, or explore Hili when your team needs a shared workflow.

Explore Hili

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