

# Simple Sales Follow Up Email Format

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**Subject: Here is the information that you requested**

Dear Mark,

I would like to thank you for providing me with your valuable time last Thursday. It was nice having a fruitful conversation with you when you inquired me some details about [mention Name of the Product/Service].

Furthermore, I have checked with my manager and they would love to arrange [mention Special Request]. So, please inform me how you would like to proceed now.

Best Regards,

James Speck

[Email Signature]