**Proposal – Not Ready**

*Paste the following into the Subject line of your email*:

Closing the Loop

*Replace the highlighted text below to customize your note, and then paste into the body of your email*:

Hi, [NLFIRST NAME].

Thanks for letting me know you’ve put your business phone system search on hold for now. When the time comes to move forward, I’m available to help you through the process.

Closing 1 (pick one, remove this red text): I’ll touch base with you in [number of weeks/months] as discussed. Feel free to give me a shout if I can answer any questions before then.

Closing 2 (pick one, remove this red text): I’ll leave the ball in your court as discussed. If I haven’t heard from you in [three/six] months, would it be okay if I checked in?

Sincerely,

[YOUR NAME], Insurance Sales Consultant

[YOUR DIRECT LINE]