**Generic**

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| --- | --- |
| **NAME** | **TEXT** |
| **Appreciate** | Appreciate the support! |
| **Attached** | (the attached email contains the details). |
| **Clarity** | For clarity, no action for you, just awareness. |
| **Confirm** | Please confirm when this has been completed. |
| **Details** | **\*\*\* DETAILS IN THE ATTACHED EMAIL \*\*\*** |
| **Good** | Have a good day! |
| **Directly** | I have provided you with Read & Write Access, please make changes directly in the file. |
| **Fine** | I am fine, thanks! Hopefully you are too. |
| **Forward** | Hi ,  Any concerns if I put you forward for this? |
| **Hope** | Hope you are keeping well! |
| **Input** | **Hi ,**  **Please find my input below:** |
| **Issues** | Any issues, we can discuss! |
| **Meant** | Hi ,  I believe this email is meant for you. Please see details below. |
| **Response** | No response needed, let’s discuss when we next connect. |
| **Questions** | Please let me know if you have any questions. |
| **Screenshot** | , see screenshot below. |
| **Time** | I’ll set up time to discuss. |
| **Update** | Can you please provide an update on . |
| **Weekend** | Have a great weekend! |

**Job Specific**

|  |  |
| --- | --- |
| **NAME** | **TEXT** |
| **Customer** | Please find below a “customer friendly” email on this subject, i.e. in a format that you can Copy & Paste and send directly to the customer. |
| **Effective** | To have an effective meeting, can you please:   * Read through below details and come prepared with any questions, alternative suggestions, or offers of support * Forward this invite to anyone else relevant from your function |
| **Introduction** | Firstly, a quick email introduction - I am , based in the X. I have been with X for X years. |
| **Notes** | All,  Below are the notes I captured in the meeting. Please review, and let me know if you have any input, e.g. if anything is inaccurate, or missing.  Thanks. |
| **Offical** | *\*\*\* Add your offical signature here \*\*\** |
| **Review** | Please review details prior to the meeting and be ready with your input. |