

# Waiting on Client Feedback? Send This to Move It Along

A client review has gone quiet

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## PRACTICE THESE LINES

Read each sentence aloud, in order. When you reach the end, read the whole email once more, start to finish.

Quick update on the mechanical design package.

We submitted the HVAC drawings for your review on April 1st.

To keep the project on schedule, we need your feedback by April 8th.

If we do not receive comments by then, the construction bid date will extend by one week.

That impacts the overall timeline, so the sooner we can get your input, the better.

Let me know if you need clarification on any of the drawings, or if a review call would help move things along.

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## MAKE IT YOURS

Now say it about your own project. Fill each blank with your details.

Quick update on your deliverable. We submitted what you sent for your review on date sent. To keep the project on schedule, we need your feedback by reply date.

If we do not receive comments by then, what moves will extend by how long. That impacts the overall timeline, so the sooner we can get your input, the better.

Let me know if you need clarification on any of what you sent, or if a review call would help move things along.

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Read the full script. Scan the code, or go to <https://clientreadypm.com/t/5>

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**KEY PHRASES****“To keep the project on schedule”**

Gives a shared reason, so the request is about the project, not blame.

**“we need your feedback by”**

Asks for a reply with a clear date.

**“If we do not receive comments by then”**

Explains what happens next without sounding like a threat.

**“the sooner we can get your input, the better”**

A friendly push to reply early.

**“Let me know if you need clarification on any of the drawings”**

Offers help, so the client has an easy way to reply.

**“move things along”**

An idiom: help the work make progress faster.



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