

Stuck on an Approval for 3 Weeks: The Escalation Message to Send

An approval sits unanswered and the critical path stops

PRACTICE THESE LINES

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

I need to escalate a blocker on the parking structure design.

We have been waiting on the traffic study approval for three weeks.

Without it, we cannot finalize the structural layout or begin the foundation permit application.

Three options.

A. Option A: proceed with design at risk and rework if the study requires changes.

B. Option B: pause design until approval arrives.

C. Option C: redesign the entry configuration to remove the traffic study dependency entirely.

I recommend Option C.

It keeps the project moving and eliminates the bottleneck.

I need a decision by April 14th to prevent further delays to the permit timeline.

MAKE IT YOURS

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

I need to escalate a blocker on your project. We have been waiting on
what you are waiting on for how long. Without it, we cannot what it blocks.
Number options.

- A. Option A
- B. Option B
- C. Option C
-



Read the full script. Scan the code, or go to <https://clientreadypm.com/t/7>

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I recommend Option letter. It why it is the better choice. I need a decision by
date to prevent what the date protects.

KEY PHRASES**“I need to escalate a blocker”**

Raises the problem, with no emotion in the sentence.

“Without it, we cannot”

Says what the wait is stopping.

“eliminates the bottleneck”

An idiom: removes what is holding everything up.

“I need a decision by”

Asks for the decision with a date.



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