

Follow-Up Email After No Response: Friendly, Neutral, or Firm

A call ends with no owner on any action

PRACTICE THESE LINES

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

Friendly, neutral, or firm.

One follow-up message, three ways to send it.

A. Friendly.

Hi team, following up on hanger clearance for level three due today.

I need it by 11 AM your time tomorrow to keep the routing package on schedule, and your crew gets final drawings sooner once it is out.

Thanks for confirming.

B. Neutral.

Following up on hanger clearance for level three due today.

I need your confirmation by 11 AM your time tomorrow to keep the routing package on schedule, so your crew works from final drawings.

C. Firm.

Hanger clearance for level three is due today, and I do not have confirmation.

I need it by 11 AM your time tomorrow to keep the routing package on schedule.

Every day without it is a day your crew spends on drawings that will change.

MAKE IT YOURS

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

Friendly, neutral, or firm. number of messages follow-up message, number of versions ways to send it.

A. Friendly. Hi team, following up on what you are following up on for the location due due day. I need it by the time your time relative day to keep the routing package on schedule, and your crew gets final drawings sooner once it is out. Thanks for confirming.



Read the full script. Scan the code, or go to <https://clientreadypm.com/t/11>

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B. Neutral. Following up on what you are following up on for the location due due day. I need your confirmation by the time your time relative day to keep the routing package on schedule, so what confirming unblocks.

C. Firm. what you are following up on for the location is due due day, and I do not have confirmation. I need it by the time your time relative day to keep the routing package on schedule. Every day without it is a day your crew spends on drawings that will change.

KEY PHRASES

“following up on”

A calm way to open a reminder without sounding like a complaint.

“to keep the routing package on schedule”

Ties your ask to a reason the reader already cares about.

“I do not have confirmation”

States the gap as a fact, no blame attached.

“Thanks for confirming”

Closes the friendly version by assuming they will reply.



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