**Response to a Query**

Hi [Name],

Thank you for reaching out to me. I just gave you call, but I guess you were busy [Briefly answer their question].

I’m happy to share more details and answer any further questions you have—when’s the best time to reach you? Or feel free to stick with email correspondence if that’s easier.

Looking forward to connecting!

[Name]

Contact info

**For seeking Replies:**

It would be appreciated if you are able to send the proposal before weekend

You should write,

I would really appreciate it if you were able to send the proposal to me before weekend.

**When you Decline a Meeting Invite:**

Dear Miss Sheryl,

Pardon the delay in responding to your meeting invite. I have been in the process of working on my project.

I very much appreciate your invitation to help evaluate the App you are developing this time, but this may not be in the best interest of our management. You may contact some other professionals in our field

Thank you for understanding.

Best regards,

**Declining a meeting invite:**

Dear Sir/Madam,

I was delighted to receive the invite for the conference. Regrettably, I won’t be able to make it in the given time. Will defiantly pre-plan my calendar for the next summit.

I wish you well in Karnataka

Yours truly,

**Reply to a compliment:**

*Thank you for the wonderful email you sent about my work on the Smith Engineers project. I really appreciate your confidence in me.*

***Reply to Delay in response****:*

Dear Ms. Garner,

When I reviewed my email inbox this morning, I noticed I hadn't replied to you. I sincerely apologize that I haven't been able to reply to your request sooner. We've had two employees on leave so I've been managing the department alone for the past few weeks. Unfortunately, I've had little time for my regular duties.

Now that my colleagues are back, I'm finally able to help with your request. I've attached the list of writing samples to this email. I can provide you with additional samples if needed. Please let me know if you need further assistance.

Best wishes,Claudia Jones

Good morning Gregory,

I hope this email finds you well. When I was reviewing the Johnson account this morning, I realized that I never sent over those back wall designs for the bakery client to you last week. I apologize for the delay. The designs completely slipped my mind while I was focusing on finishing our big printing project for Hughes. If you want an extra hand with the finishing touches of the project to make up for lost time, I'm more than happy to help. The designs are attached here. Thanks again for your time and patience.

All the best,

Hi Kaitlin,

Thank you for sending me this reminder. I'm so sorry for missing your first request for those presentation materials. I've been getting so many client emails for this recent campaign that yours got lost in the shuffle, so I really appreciate your help in staying on track. Here's the slide deck and report you requested. I also printed out all the necessary documents and placed them in a folder in the conference room.

Best,  
Allen T

**For Replying to feedback:**

“Thank you so much for pointing that out. I’m going to [fix that error immediately/do things differently going forward/adjust my work accordingly].”

**To a Peer:**

 “You raise some really interesting points, and I’ll definitely take them into consideration. I appreciate your help!”

**To a Senior:**

“I hadn’t thought of that, and I’m going to look into it right away.”

**When you don’t understand your mistake:**

“That’s a great observation, and I’d like to get some clarification. Can you please give me an example?”

When the other person has given the wrong information:

“Your notes have given me a lot of ideas for improvement. I was a little confused on [X]—when we spoke on Friday, you suggested giving the client five options, not 10.”

**For No Reply:**

We are in the process of closing files for the month. Typically, when I haven’t heard back from someone it means they’re either really busy or aren’t interested.

If you aren’t interested, do I have your permission to close your file?

If you’re still interested, what do you recommend as the next step?

Thanks for your help.