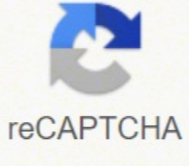




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Open

Project management follow up email template

Your logo

Project Review Template

< Project name >
<date>

Warning: This document is a generic template. It should only be used if your business exactly. Modify it as you see necessary.

03/05/09 Your company name 1

Your logo

SUMMARY

1. Description
2. Milestones
3. Team & members
4. Risks
5. Plan Status
6. Process & Project management
7. Summary and next steps

Thank you for your time and insight!

Elise Musumano 7/9/15

Hi [Name],

Thank you for sitting down with me this morning to discuss Yesware, your role on the sales team, and what you are looking for in terms of content from a new marketing member. I love the focus on marketing-qualified leads, and would love to work alongside [Name], [Name], and the other members of marketing to generate new MQLs for you.

It was so nice to hear about the sales and marketing culture at Yesware, with the two teams empowering each other. A team dynamic like this is something that I am very passionate about!

I also appreciate your disclosure about a career and how to move forward with a company. I'm glad to know that you feel Yesware provides such strong potential for personal and professional growth.

Thank you again, [Name], and I hope to speak with you all again soon!

Best,
Elise

Point of discussion

Team Dynamic

Candid insight

Dear Applicant,

Thank you for taking the time to apply for a position with Sunny Bread. Please find enclosed an application form, which we would appreciate if you would complete and return as soon as possible.

In order to give you as much information as possible about the job you are applying for, please find enclosed a copy of the Job Description.

Upon receipt of your completed form we will contact you regarding the result of your application as soon as possible.

I look forward to receiving your completed application form.

Yours sincerely,

Jillian Summers
Recruitment Administrator

Quick Thought

Hi Beth,

Have you come across the "Information Security Community?"

Check out the group: [link]

From our last discussion, this group looks to be filled with your target prospects. Some of the challenges expressed in the group are problems your team helps solve. The prospects in here could ensure you reach your Q4 sales target.

What's the best way to get on your calendar for 15 minutes tomorrow? I'll show you the playbook on how to drive revenue from this type of group.

Send Now

Friendly reminder email template

To: (insert recipient email - generally accounts payable - here)
CC: (insert other relevant emails (e.g. Business Director or owner) here)
Subject: Invoice Payment Reminder - IMPORTANT

Dear (insert accounts payable name)

Note: It is best if you use their name as it makes it more personal.

This is a friendly reminder that the following invoice is now 7 days overdue.

Invoice Date: (insert date of original invoice)
Invoice No: (insert invoice number)
Invoice Amount: (insert invoice amount)

We understand that oversight happens but would appreciate prompt payment of this amount. Could you please let me know when I can expect payment? If payment has already been made please disregard this email.

Thanks in advance for your cooperation.

Best regards,
(insert Name)
(insert position title)

Friendly reminder email template | Page 1 of 1

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