

SPEAKER *Sue's* EMAIL CHEAT SHEET

THIS. NOT THAT. 🤩



I'm sorry for being late.



Thanks so much for waiting.



Make sense?



What questions can I answer?



Please sign the contract.



Please approve the agreement.



Let's talk!



I'll plan to phone you Tuesday afternoon unless another day is better for you.



I'm writing to introduce myself...



Your name was given to me because you...



Let me know if you have any concerns.



I'll call you to answer any questions you may have.



Your thoughts?



With your approval, I'll get this done.



No problem.



My pleasure/
Thanks for asking.



Is Tuesday good for you?



I'll plan to call Tuesday unless another day is better.



Apologies for the late response.



Thanks for your patience.



My bad...



Nice catch!
Thanks for letting me know.



I wanted to touch base with you/check in with you/circle back.



(Eliminate & don't replace!)